

PERFORMANCE WORK STATEMENT

VISUAL INFORMATION SERVICES

1. SCOPE OF CONTRACT: The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform Visual Information (VI) Services as defined in this Performance Work Statement (PWS) except as specified in Government-Furnished Property and Services as government furnished property and services at Sheppard Air Force Base, Texas and at off-base locations within a 250-mile radius as necessary. Services are required under this contract during normal duty hours, 7:30 – 4:30, Monday through Friday, excluding Federal Holidays. Under certain situations services shall be required other than normal hours to include emergency or special events.

2. SERVICE DELIVERY SUMMARY: See appendix #1

3. COMPLIANCE WITH LAWS AND DIRECTIVES:

a. The contractor shall comply with all applicable federal, state, and local laws and regulations including, but not limited to Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA). Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. If the contractor spills or releases any substance listed in 40 CFR 302 into the environment, the contractor shall immediately report the incident to the Base Environmental Control Officer. The contractor shall be liable for containment and environmental cleanup of the spill or release of such substance.

b. To avoid copyright infringement, the contractor shall obtain through the requester, written evidence of a copyright search for all-commercial photographic, graphic, video, or printed materials for which reproduction in whole or part has been requested. Permission to use copyright material shall be obtained in writing by the requesting organization and retained by the contractor with the AF Form 833/DD Form 1995. The Quality Assurance Personnel (QAP) shall ensure that a written copyright release has been obtained before any work order is accepted on a project subject to copyright restrictions. Any questions by requester must be referred to the base Legal Office for written resolution. The base Legal Office has final approval authority.

c. The contractor shall abide by policies in SAFBI 32-2001, Sheppard Air Force Base Fire Protection, and applicable directives concerning fire prevention, base security, traffic laws, and the reporting of crimes and fires. Due to safety, security, and fire prevention regulations and policy, the contractor shall not have any contractor owned locks on any Government doors preventing entrance or exit from any Government owned facility (room, hallway, and building). The contractor is authorized, however, to keep any lockers, drawers, or other storage devices locked with contractor owned locks.

d. All products produced by the contractor are the property of the Government, to include computer programs, software, databases, reports, and etc., and shall not be used, sold or retained by the contractor for any purpose outside the provisions of the contract.

e. Government staff shall have immediate access to any computer program or disks used by the contractor in performance of this AV contract. This shall include searches, reports, sorts, and any other manipulation of computer data as may be required by the VI Management Office.

4. CONTRACTOR PERSONNEL AND MANAGEMENT

a. The contractor shall provide a full-time, on-site, contract manager who shall be responsible for the management and performance of the work. The contractor shall provide the name, address, and home telephone number of the contract manager and the alternate(s) (who will act for the contractor whenever the contract manager is absent). The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

b. The contract manager or alternate shall be available during normal duty and non-duty hours within one hour to meet on the installation with government personnel to discuss problem areas.

c. The contract manager, alternate or alternates, and contract employees must be able to read, write, speak, and understand English. The contract manager must possess a minimum of 3 years supervisory experience in managing visual information services and the alternate must possess a minimum of one half years supervisory experience in visual information services. A minimum number of requirement personnel for this contract is five individuals with experience in visual information services. In addition, they shall be knowledgeable and current in the various technologies and equipment that are associated with the contract performance whether it is in direct support or a subcontracted function.

d. The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

e. Contractor personnel shall present a neat appearance (considered to include the wearing of any required protective apparel and/or safety equipment) and be easily recognized as contractor employees. This shall be accomplished by wearing appropriate badges, which contain the company name and employee name. The badge shall be worn on the front outer clothing, between the neck and waist, and be visible at all times while the employee is performing work under this contract. On special occasions (such as Dining Ins, etc.), photographers may be required to wear appropriate attire, i.e. coat and tie or equivalent clothing for females

f. The contractor shall not employ any person who is an employee of the United States Government if employing that person would create a conflict of interest.

g. The contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform, however, their absence at any time shall not constitute an excuse for nonperformance under this contract.

h. Contractor employees shall be familiar with, and adhere to, procedures to be followed in the event of actual or simulated fires, weather advisories, natural disasters, bomb threats, terrorist activities, enemy attack, and similar emergency conditions posing a real or potential danger to people and/or property.

5. CONTRACTOR QUALITY CONTROL PLAN

a. Due to the variety of products required under this PWS, specific quality standard samples are maintained for comparison in determining finished product quality. Also for the purpose of definition, all products produced under this PWS shall be considered to be of acceptable quality when the product produced by the contractor meets the requester's satisfaction, and is usable for its intended purpose as stated on the AF Form 833, Visual Information Work Order. Products produced must conform to the minimum standards of the industry. Any dispute over product quality shall be discussed with the Base Visual Information Manager/Quality Assurance Personnel (BVIM/QAP) and the contracting officer shall make final determination.

b. The contractor shall provide a Quality Control Plan that contains, as a minimum, the items listed below to the contracting officer for acceptance not later than the pre-performance conference. The contracting officer will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications and obtain acceptance of the plan by the contracting officer before the contract start date.

c. The quality control plan shall include a description of the comprehensive inspection system to cover all products and services listed on the Performance Work Statement (PWS) to include equipment maintenance and corrosion control. Description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors. Additionally, control procedures for any government provided keys or lock combinations shall be included. The contractor shall also include a plan for protection of government supplied computers and electronic data (Computer Security (COMPUSEC)). This quality control plan and associated documents shall be available for inspection by AF personnel upon demand by BVIM/QAP and Contracting Officer. A description of the methods to be used for identifying and preventing defects in the quality of service performed. A description of the records to be kept to document inspections and corrective or preventive actions taken. The records of inspections shall be kept and made available to the government throughout the contract performance period.

FINAL PROPOSAL REVISION

6. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

- a. The government shall provide the facilities, equipment, materials, and services listed here or in Appendix 2 and Appendix 4.
- b. Before any modification of the facilities is performed by the contractor at his or her expense, the contractor must furnish the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the contracting officer. In the case of alterations necessary for compliance with the OSHA, such permission shall not be unreasonably withheld. The designated contractor facility monitor shall initiate an AF Form 332, Base Civil Engineering (BCE) Work Request, to initiate work required. SCV and Base Contracting prior to submission to BCE shall make coordination on the appropriate request. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used in performance of this contract.
- c. The government shall furnish electricity, water, and air conditioning (heating and cooling). These utilities, shall be used by the contractor, in accordance with base conservation practices; lights shall be used only in areas where work is actually being performed. Employees shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems. Water faucets or valves shall be turned off when not in use.
- d. The Government shall provide BITS services limited to the mailing or delivery of items related exclusively to the business of the Government. There is a BITS pick-up point available in the office. Contractor shall adhere to local BITS policy.
- e. The Government shall provide Class C telephone service for routine business transactions throughout the base. The contractor shall have the use of appropriate phone lines for the use of the Electronic Imaging Center throughout Sheppard AFB and other bases in AETC and throughout the Air Force. These phone lines shall be used only for the application of BVISC objectives.
- f. The Government shall furnish custodial services (i.e., sweeping, mopping, stripping, waxing, and buffing of floors, vacuuming of carpeted areas, emptying and disposing of contents of trash receptacles and butt cans, and cleaning of restrooms and drinking fountains) to the extent and at the frequencies specified in the custodial services contract. The Visual Information contractor shall be responsible for all housekeeping required beyond the scope of the base custodial services contract.
- g. The government shall furnish refuse collection at designated pickup points in the immediate vicinity of buildings where contract work is performed. When necessary, the contractor shall consolidate accumulated refuse in plastic bags, secure the bags to prevent their contents from being accidentally scattered or blown about, and deposit the bags in the bulk containers (or "dumpsters") provided at the pickup points.
- h. The Government shall provide entomology and animal control services to the extent authorized and required to prevent, minimize, or eliminate the presence of insects, rodents, reptiles, and stray animals within, or in the vicinity of government facilities.
- i. The Government shall provide security police and fire protection to the extent authorized and required enforcing law and order and protecting people and property on the installation.
- j. The Government shall provide transportation for alert photographers from designated pick-up points to the sites where the photography is required. Government will designate the pick-up point when the contractor is called. The contractor shall provide transportation to the designated pick-up point.
- k. Emergency medical care is available to contractor employees at the Base Medical Facility, Building 1200. For emergency ambulance service call Extension 911. Charges for medical care provided will be at rates specified by the Base Medical Facility.
- l. The Government will provide internet and e-mail services on government furnished computers.

m. The Government shall provide the contractor equipment listed in Appendix 2. Government furnished equipment designated in paragraphs below and Appendix 2 shall be managed in accordance with the provisions of AFMAN 23-110V2CD, Vol. 2, Part 2, Chap 22, USAF Supply Manual. The procedures specified are in addition to those required by the Government Property clause of this contract. The contractor shall promptly notify the BVIM/QAP and contracting office when any mishap occurs that damages government property identified in Appendix 2. During the course of the contract performance, the specific equipment listed in Appendix 2 may change from time to time. It is anticipated that some old equipment will be deleted and some new equipment will be added. These equipment additions and/or deletions may be due to emerging new technologies.

n. A joint inventory of government-furnished equipment must be done not later than 5 calendar days after start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a quality assurance person/personnel shall conduct a joint inventory of all government-furnished equipment and the contractor shall sign a receipt for all equipment provided by the government. Items of equipment missing or not in working order shall be recorded and the contracting officer notified in writing. The contractor and the government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory.

7. CONTRACTOR SPECIFIC TASKS AND PERFORMANCE REQUIREMENTS: The contractor shall:

a. Maintain Government-Furnished Equipment. The contractor is only responsible for maintenance of government-furnished equipment listed on Appendix 2. Maintenance includes all forms and levels of equipment upkeep from simple preventive maintenance inspection (PMI) and cleaning through complete inspection, assembly, repair, corrosion control, re-assembly, adjustment, and calibration, as applicable. Supply components include, but are not limited to, items such as projection and sound lamps, fuses, and batteries. Repair and replacement parts shall be of a quality equal to, or exceeding, the specifications set forth by the original manufacturer. Repair or replacement parts are those items which are needed to (a) eliminate equipment malfunctions (although the equipment may work) which result from normal wear and tear, such as eliminating annoying blower-motor noises, gear or sprocket noises, sticky advance mechanisms of camera or projection equipment or intermittent malfunctions which are uncharacteristic; (b) place inoperative equipment back into an operational status inclusive of any and all optical, electrical, electronic, and mechanical parts. Examples include, but are not limited to, power cords, capacitors, indicators, transformers, vacuum tubes, video display tubes, digital display devices, mechanisms, electromechanical devices, assemblies, sub-assemblies, housings, castings, molded trays or parts, camera bodies, lenses, and lens assemblies. In some cases, VI equipment may be damaged by negligence on the part of the user. The contractor shall document this damage and forward the finding to the BVIM. All equipment maintenance/repair shall be initiated within 5 working days from date of the equipment malfunction and completed within 1 calendar month from date of malfunction unless otherwise specified by the BVIM. The BVIM shall retain the right to require immediate repair of high interest/usage equipment items although the repair might require overnight shipment of parts and etc. An AFTO Form 95, Historical Data, will be established and/or maintained on each piece of government owned equipment within 60 days of receipt of Government equipment. All maintenance, whether routine or necessary, shall be annotated on this form. Equipment damage must also be immediately annotated on the AFTO Form 95.

b. Technical Data. A current file of available technical data, manufacturers' specifications (e.g., operation and repair manuals, wiring diagrams, parts lists, etc.), and service advisories shall be maintained for all items of government equipment maintained by the contractor and listed in Appendix 2. Technical data accounts are subject to periodic inspections to ensure compliance with appropriate directives.

c. Reserved.

d. Reserved.

- e. **Repair Limits.** The contractor shall be responsible for labor and repair costs on any single piece of equipment up to a one-time repair limit of seventy-five percent of the current replacement price of the equipment. The Government will provide the contractor with the current replacement price. If repair costs are estimated by the contractor to exceed this one-time repair limit, the contractor shall submit a detailed cost breakdown through the BVIM/QAP to the Contracting Officer. If the Contracting Officer requires the contractor to repair the equipment, the contractor shall be reimbursed for all costs over the repair limit.
- f. **Warranty.** Repair of equipment and parts which are covered by a warranty is the responsibility of the contractor in the following way: the contractor shall send out and receive the equipment from the authorized repair facility at the contractor's expense.
- g. **Equipment shall be restored to complete operational condition within 72 hours of receipt of replacement parts.** Replacement parts shall be ordered within 24 hours of equipment failure. The BVIM reserves the right to require priority repairs on certain high interest/usage equipment items such as video projectors and photo processors.
- h. **Establish Schedule for Inspection.** When VI equipment (listed in Appendix 2), inspections are performed, the contractor shall annotate on an AFTO Form 95, Significant Historical Data, and establish a PMI schedule for that item. Preventive maintenance inspection (PMI) schedules shall be set to check each equipment item at intervals not to exceed 90 days. Some equipment will require more frequent attention depending on the nature and usage of the equipment. All PMIs shall be listed on the appropriate AFTO Form 95 for equipment item.
- i. **Equipment Account Codes.** All AFTO Forms 95 shall be filed by department (i.e. Graphics, Video) and sub-divided into equipment type (i.e. monitors, cameras) folders shall be filed in numerical order. Posting of the AFTO Form 95 shall be accomplished no later than the close of business of the workday following the work completion. The contractor shall maintain an AFTO Form 95 on each equipment item.
- j. **Corrosion Control.** The contractor shall establish and maintain a corrosion control program. This program shall consist of prevention, detection, and treatment of corrosion of government furnished equipment, as listed in Appendix 2 IAW the policy defined in accordance with manufacturers instructions. This program shall include, as a minimum, a thorough inspection on at least a weekly basis to detect and identify deteriorated, worn, chipped, cracked, or missing protective coatings, contaminants, dirt, chemical build-up, solution leaks, and other corrosive agents. Treatment on all identified areas shall be initiated and documented by the contractor within 1 workday of discovery. Sinks, processing machines, and work areas must be wiped down and cleaned of chemical spills, deposits, etc., on a daily basis. All photo sinks will be thoroughly cleaned and be free of chemical deposits, rust, and stains. Processors will be cleaned IAW manufacturer's Manuals and Technical Orders that are maintained by the contractor. All chemical deposits, rust, and stains shall be removed from the rollers, gears, and other components. The outside of the processors will be wiped down to remove any stains or deposits.
- k. **Replacement of Government-Furnished Equipment.** The contractor shall submit requests for replacement of government-furnished EAID and non-EAID equipment to the QAP for processing using ABSS computerized system. The following forms will be used: AF Form 9, Request for Purchase, AF Form 601, Equipment Action Request, or AF Form 2005, Issue/Turn-In Request, and DD Form 1348-6, Requisition System Document, and other appropriate supply requisition documents as necessary. Such requests shall specify the reason for the replacement request. The contractor shall research, prepare, and submit such written requests through the QAP to the Functional Director/Functional Commander and Contracting Officer for approval and any appropriate contract modification. Upon approval, the contractor shall obtain the EAID equipment by placing orders for such items through the Standard Base Supply System (SBSS) using operating funds provided by the government for that purpose.
- l. **Five-Year Equipment Plan.** The contractor shall submit and update annually, upon request, a 5-year equipment upgrade and replacement plan for government consideration. Funding for all equipment-type items must be programmed in advance. Equipment acquisition and replacement proposals will be supported with detailed and adequate written justification to substantiate funding. Contractor shall provide the government with a priority listing of equipment items required and update this listing as necessary. This plan shall be followed up with the appropriate supply and procurement documents prepared by the contractor upon request by the BVIM/QAP office. This plan shall be in accordance with Air Force prescribed format.

m. Equipment Accounting. Government-furnished equipment assigned Equipment Management Codes 2 through 5 are accounted for on Equipment Authorized In-Use Details (EAID). The contractor shall designate a primary and alternate custodian to receipt and account for government-furnished EAID equipment on custodian authorization/custody receipt listings of these details. EAID equipment is designated in Appendix 2b. The Government shall provide the custodians and their alternates initial equipment custodian training. The contractor shall be responsible for maintaining an updated version of their assigned Equipment Custodian folder, CA/CRL and related Excel Spreadsheet listing of all the current Air Force provided, contractor operated equipment assets. These listings shall be provided immediately upon request of the BVIM and/or QAP staff. This transfer of CA/CRL information shall be accomplished by the contractor through the use of an AF Form 2005, Issue/Turn-In Request, and submitted to Base Supply. The contractor shall be responsible for maintaining these documents in a state of currency at all times. Completion or extension of the contract shall conduct a joint inventory of equipment conducted by the contractor and a government representative. Contractor employees shall be available to participate in the inventory regardless of any other contract requirements or commitments. The contractor shall be liable for loss or damage to government-furnished property beyond fair wear and tear in accordance with the clause of the contract, "Government Furnished Property". Compensation by the contractor shall be by reduced amounts owed to the contractor or by direct payment, the final method of compensation shall be determined by the contracting officer.

n. Supply Quality. Materials and supplies from which the contractor produces end products shall be of a quality to ensure the stability, durability, and longevity of those products. NOTE: All supplies/materials shall be first quality new items that have not exceeded manufactures expiration date. No used supplies or material are to be used in the performance of this contract.

o. Government Reimbursement For Travel/Per Diem. Subject to the provisions below, the Government will reimburse the contractor for travel/per diem expenses incurred by contractor personnel in the course of official TDY (AF Form 1292, Request and Authorization for Temporary Duty-Contractor). This travel will be in support of photography, graphics, VI production, and/or interactive courseware production. If Government transportation is not available or authorized, the contractor shall use the most economical yet expeditious means of travel to, from, and at the site. Government quarters, dining facility, and transportation shall be utilized. The Government does not reimburse for local travel in the TDY area. Statement of Non-Availability as issued by the Government shall be required if Government quarters are not available. The contractor shall be responsible for making all necessary travel and lodging arrangements. Reimbursement rates shall be the same as those applicable to Government Civil Service employees IAW Joint Travel Regulations (JTR), Volume 3. Within 4 workdays after the return of the persons who performed the travel, the contractor shall furnish the QAP all required supporting documentation of actual travel/per diem expenses, including the cost, if any, of transporting equipment and materials required at the sites. Reimbursement thereafter by the Government for travel/per diem expenses will be in accordance with, but not exceed the limits of, the JTR.

p. Visual Information Advisory/Consultant Service. Upon written or verbal request, contractor shall provide immediate advice and assistance on visual information materials, methods, equipment, and facilities available. This service may require site visitation of facilities on- and off-base as requested within a 30-mile radius of the base. The contractor within 5 working days shall provide a final typewritten report with advisor/consultant signature to the requester after receipt of request. This does not include normal advice and assistance provided customers during the course of day-to-day operations. The contractor shall display at all times, a professional courteous manner and attitude while dealing with government requesters and other officials.

q. BVIM/QAP Review, Validation, and Approval Of Work Orders. Before the contractor logs and receives the AF Form 833 and/or the DD Form 1995, Visual Information (VI) Production Request and Report, the BVIM and/or QAP will review, evaluate, and approve all work orders except for bona fide alert requirements. Alert photography requirements will be handled by individual alert work orders. These work orders will be issued by the requester at the time of the photo shoot and reviewed by the BVIM and/or QAP by the next duty day. Alert work orders do not require BVIM or QAP certification before work can begin. Start time begins when the contractor is notified of the alert requirement. The following shall indicate this approval: Date/Time of Approval, BVIM and/or QAP signature. When the work order is certified by the BVIM/QAP, the contractor will forward it to the contractor customer service/workload control desk for logging, reciting and completion. Production start time will begin when the BVIM/QAP certified the contractor receives work order and logged into the contractor's work order computer system. A sample of a completed AF Form 833 and DD Form 1995 along with instructions for completion shall be located in the customer service area.

- r. Customer Service/Workload Control. All work performed by the Graphic Arts, Photo Lab, Electronic Imaging Center, Training Development Media, Interactive Courseware, and Presentation Services activities shall be based on a complete, accurate, valid and organizational approved AF Form 833 and/or DD Form 1995. The contractor shall establish and maintain a comprehensive computerized work order tracking and control system for the entire VI functional area. This Access and Excel based program shall be operational and ready for use by the contractor upon the start of the contract. See paragraph 7t for the data fields required in this program. The BVIM approved software program shall provide for, but not be limited to logging and tracking of all Base Visual Information Service Center (BVISC) work orders, numbering, and status of each work order at any given time. A copy of this program shall be made available on a 3.5" floppy disk for review at the time of the proposal to allow for evaluation of the program as part of the bid process. All work order transactions shall be entered into this system and a back-up system. All necessary reports shall be furnished electronically or in hard copy upon request of the BVIM and/or QAP. The computer program for work order tracking shall be created, operated, and maintained by the contractor. The requester based on mission needs determines product/service requirements and completion dates. The contractor shall not extend any work order completion time past those outlined in the contract specifications.
- s. Customer Receipts. The contractor shall provide a BVIM approved receipt to each customer who submits an AF Form 833/DD Form 1995. This receipt shall include the following: work order number, requester, organization, phone number, quantity, name of product, CLIN number, completion date, completion time, and total cost of products and/or services to be delivered. Contractor shall not issue a receipt until approved forms AF Form 833/DD Form 1995, SAFB Form 216, Current Visual Training Aid Record and SAFB Form 201, Photo Shot List are checked to ensure all information required is complete and correct.
- t. Computerized Reporting Program (Database). To support all reports required by the government, the following fields of information, as a minimum, shall be entered into the database: type work (graphic, photo, VI production, interactive courseware, presentations, self-help), work order number, priority code, CLIN number of requested product/service, total CLIN/product cost, requester's name, requester's rank, requester's organization, and requester's phone number, date/time received, date/time due, date/time delivered. In addition, the total price to produce the work shall be calculated and also entered on the customer's receipt. Any malfunction of computers and/or software, regardless of cause, shall be remedied by the contractor to ensure data continuity. The contractor shall recover all data lost, regardless of cause, within 1 week of loss. All contractor provided computer hardware, software, and network systems must be compatible with government computer hardware, software, and network systems, and approved by the BVIM in writing prior to implementation.
- u. Quality Samples. The contractor shall prepare authorized products as stated in the Bid Schedule. Quality Samples are representative of completed products, indicating type and quality of work. The VI Management Office will maintain these samples. These quality samples shall be used as the technical standard of quality by the Government whenever there is a dispute over the technical quality of a product. These quality samples indicate all of the possible types of products and capabilities that the contractor is expected to make.
- v. Training Development Media (Video). The requester shall forward requests for Training Development Media (DD Form 1995) to the BVIM/QAP for research, coordination, and approval. No work shall proceed until final written approval is received from the VI Management Office.
- w. AF Form 833/DD Form 1995 Work Order Disposition. The contractor shall safely store the original, completed work orders including any attachments on file in the contractor area for 12 months from the date the work order is completed. The contractor shall then turn the work orders over to the BVIM/QAP for storage or as the Contracting Officer directs.
- x. Completed Work Orders. For purposes of meeting required delivery dates, work orders are considered "complete" when the customer or customer's immediate office has been notified by phone or e-mail that the work is ready for pick up. At the completion of each work request, the contractor shall have the requester or representative complete Acceptor Information Block of the AF Form 833. NOTE: When a customer signs for a completed work order, the customer is signing only for receipt of the product/service, not accepting the product/service as being complete or correct. After reviewing work at the work center or their office, the customer has the right to return the work and/or file a customer complaint within 5 working days if the product/service did not meet the requirements set on the work order.

y. QAP Surveillance of Products and Services. Regarding AF Form 833/DD Form 1995 data, the contractor shall assemble, collate in sequential order by work order number, provide all completed work orders, attachments, corresponding floppy disk, and computer printout for QAP review NLT COB on the 5th work day following the end of the previous month.

z. Graphics Products And Services. The contractor shall provide graphic art products and services in support for all authorized and approved requesters. Graphics work includes a wide variety of products and services to include simple, average and complex. Graphics support may require contact with the requester one or more times in development and preparation of products. The contractor shall provide artistic expertise to customers to assist in Graphic Arts development (visualization service) as part of the graphics services. If a magnetic media copy is requested, the count shall be one for each illustrated unit. A unit with overlays shall count as one unit. Neither intermediate products nor components of finished end products shall be counted as production units. For Example: A poster with emblems and lettering shall count for one production unit only. All products shall meet the customer's requirements as stated on the AF Form 833. All graphics products must be of first quality and suitable for photo mechanical and/ or digital reproduction. See available quality samples.

aa. Classified Graphics Products. Properly mark classified products with the level of classification and general downgrading instructions as required. Classified transparencies shall be marked IAW DOD 5200.1, Chapter 5, DOD Information Security Program Regulation.

ab. Interactive Courseware Graphics. Produce 2D, 3D graphic animation, multi-media inserts (Audio/Video), and title illustrations.

ac. Art (Simple, Average, and Complex). Design and produce color or black-and-white artwork, and/or color separations with or without registration marks for layouts, composition for subsequent inclusion in printed publications. Standard resolution for electronic computer images is at least 72 DPI when utilizing portable media. Standard resolution for artwork is up to 600 DPI as required to achieve maximum quality on hard copy prints.

(1) Simple art shall consist of elementary images with basic coloring and limited amount of text.

(2) Average art shall consist of moderately complicated images with a broader spectrum of color and text.

(3) Complex art shall consist of complicated images with a the broadest spectrum of color, unlimited text, and may include special effects such as, but not limited to, airbrush, drop shadows, posterization, pen and ink.

ad. Illustrations/Drawing (Simple, Average, and Complex). Illustrations/drawings shall be of high quality and in sizes specified by the requester and/or guidelines established by the Extension Course Institute (ECI) of the Air University, or the BVIM. Illustrations produced for training publication if requested, shall be assigned an SI (Sheppard Index) number and if requested by customer maintained in the electronic graphic master illustration file. Illustrations may require photo masking, the addition of call outs, black-and-white or color, or a combination as required. In addition, illustrations may be initiated from requesters in a variety of forms and appearances. This includes, but is not limited to, any concept, sketch copy, drawing, reproduction, rendering, photograph, slide, transparency, actual equipment, or the like, as a starting point for the finished illustration. In any case, the contractor is cautioned that only top quality illustrations must be produced as end products. For Career Development Courses (CDC) illustrations an administrative copy per original product shall be provided to the customer, free of charge and shall be of good quality, legible, and free of stray marks, pixels, stamps, or other distracting or unprofessional artwork.

(1) Simple illustrations/drawings shall be made up of mechanical type images that have the characteristics of simple shapes, sizes, shadings and low degree of detail, complexity, and color.

(2) Average Illustrations/Drawings shall be made up of mechanical type images that have the characteristics of moderately complex shapes, sizes, shadings and moderate degree of detail, complexity, and color.

(3) Complex illustrations/drawings shall be made up of mechanical type images that have the characteristics of highly complex shapes, sizes, shadings and a high degree of detail, complexity and color.

ae. Crime/Disaster Scene Illustrations. Illustrations for crime/disaster scene shall be provided upon request. This includes on-location work when requested. These illustrations are accomplished according to specific instructions provided by the investigative organizations. These crime and disaster scenes shall be not farther than a 60 mile radius of the base.

af. Lettering (Simple, Average, and Complex). Lettering shall be accomplished mechanically, computer generated, or by hand applied method, as required. Unit count for lettering may be taken only when finished lettering product cannot be attributed to another specific product line item as a component or intermediate step of a more complex product. When justified, one unit count may be taken for each one-foot portion of lettering used.

(1) The same font, style, size, and color of text with no variation characterize simple lettering.

(2) Average lettering is characterized by two to four variations in font, style, size, and color of text.

(3) Complex lettering is characterized by five or more variations in font, style, size, and color of text.

ag. Charts/Posters (Simple, Average, and Complex). Maximum size of 48" x 96" charts of various types and sizes, colors, and designs, which include, but are not limited to technical drawings, illustrations, topographical maps, air navigational charts, and/or floor plans, in full color to clarify or enhance training or mission support requirement as requested. These range from simple to full-color technical renderings. Charts and posters will be mounted only on contractor provided backing material. Regardless of the quantity of overlays provided, the unit work shall be one. Charts/Posters shall be produced on the color material selected by the customer. A variety of popular color choices shall be made available to the customer. They shall be laminated or covered with acetate upon customer request.

(1) Simple chart/poster shall consist of elementary images with basic coloring and limited amount of text.

(2) Average chart/poster shall consist of moderately complicated images with a broader spectrum of color and text. Shall include emblems and logos.

(3) Complex chart/poster shall consist of complicated images with the broadest spectrum of color(s), unlimited text, and may include special effects such as, but not limited to, airbrush, drop shadows, posterization, pen and ink. Shall include emblems and logos.

ah. Interior, and/or Exterior Temporary Signs (Simple, Average, and Complex). Maximum size of 30" x 40". Design, produce and letter signs constructed of standard graphic materials. The fabrication of permanent outdoor signs is restricted to Base Civil Engineering. However, VI contractor assistance in development, design, and fabrication of the master for the finished sign shall be provided upon request. (NOTE: Each sign delivered shall be counted as one end product, regardless of whether one-sided, two-sided, or three-dimensional, etc.) These signs shall be laminated or covered with acetate upon customer request.

(1) A single color background characterizes simple signs, with the same font, style, size, and color of text.

(2) Average signs are characterized by having two to four variations in font, style, size, and color of text. Shall also include emblems and logos. Shall include up to three special effects (i.e. drop shadows, 3-D letters, borders, textured background).

(3) Multiple background colors with five or more variations in font, style, size, and color of text characterize complex signs. Shall also include emblems, logos, and a wide variety of images. Shall include unlimited special effects.

ai. Nameplates/Nametags (Simple, Average, and Complex). Maximum size of 6" x 12". Design and construct nameplates/nametags as required. Nameplates shall contain name, position, rank, organization, department room number, logo, and any other graphic item requested. These are primarily dedicated for table display at VIP events such as official banquets and the like.

(1) One line of text with a single color background, and the same font, style, size, and color of text characterize simple nameplates/nametags.

(2) Average nameplates/nametags are characterized by having one to two lines of text with variations in font, style, size, and color. Shall include up to three special effects (i.e. drop shadows, 3-D letters, borders, textured background).

(3) Complex nameplates/nametags are characterized by two or more lines of text with variations in font, style, size, and color. Shall also include emblems, logos, and a wide variety of images. Shall include up to four special effects.

aj. Maps/Floor Plans (Simple, Average, and Complex). Contractor shall produce maps and floor plans in simple, average, and complex forms. These shall include, but not be limited to, building floor plans, evacuation routes, geographical areas, base planning diagrams, flying routes, runway diagrams, open house diagrams, student guidance, and marching routes. This shall include creation of multiple layer images (color separation) for possible use in the printing reproduction process.

(1) Simple maps/floor plans shall include elementary diagrams in single color, basic lines, shapes, shading and text, with title.

(2) Average maps/floor plans shall include a moderate amount of detail, two to four colors, variation in text fonts and style, shading, and images (i.e. aircraft, buildings, towers). Moderate titles and/or legend. Shall include creation of multiple layer images (color separation) for possible use in the printing reproduction process.

(3) Complex maps/floor plans shall include extensive detail, various colors, variation in text fonts and style, shading, images (i.e. aircraft, buildings, towers). Extensive detailed titles and/or legends. Shall include creation of multiple layer images (color separation) for possible use in the printing reproduction process.

ak. Digitized Images From Master Files. Computer-generated products intended for training support shall be maintained on file for future access, modification, or duplication. The digitized master shall be stored on BVIM/QAP approved media, such as writeable CDs, supplied by the contractor. All storage media shall become the property of the government. Stored digitized products shall be provided to customers. Such requests shall be initiated using an approved AF Form 833. Digitized illustrations provided to support (but not limited to) CDC use, transferred from master file and provided to customer on disk provided, shall be counted by number of disks and/or tapes. If any graphic image is revised or modified by the contractor, per requester's instruction, the unit count for delivery to the customer is one. If an entire disk and/or tape is transferred with no changes, the unit count is one. Hard copy (paper) prints, disks, 35mm slides, shall be provided by the contractor from digitized images or illustrations provided by the customer utilizing BVIM approved compatible computer systems. Unit count shall equal the number of finished products requested and delivered to the customer.

al. Graphic Product Duplicates. This includes, but not limited to Art, Illustrations, Drawings, Maps, and Floor plans. These duplicates are made from original artwork or items from the Graphics Master File. These may be delivered in electronic file or paper copy.

am. Mounting Customer Provided VI Products (Per Square Foot): Contractor shall provide mounting service on variety of materials as depicted in the quality samples. These materials shall include, but not be limited to, poster board, foam core, and gator board. This process shall be accomplished by the use of a double stick adhesive material. Contractor shall caution the customer as to the uncertainty of successful mounting of existing products. This caution shall be documented on the AF Form 833 and initialed by the customer.

an. Lamination Customer Provided VI Products (Per Square Foot): Contractor shall provide lamination service to suitable customer provided photo and/or graphics products. Contractor shall use 5 mil, glossy self-adhesive lamination material. During this lamination process the contractor shall exercise reasonable care with customer provided products. Contractor shall caution the customer as to the uncertainty of successful lamination on existing products. This caution shall be documented on the AF Form 833 and initialed by the customer.

ao. Reserved.

- ap. Electronic Graphic Master File. This file is intended to support the repetitive requirements for training courses. The contractor shall maintain the electronic graphics master product file. To assist in maintaining the electronic graphics master product file, the technical training customer submits SAFB Form 216 as an attachment to AF Form 833. Contractor is responsible for checking the accuracy of the catalog number submitted by the requester. For each new product title listed on the SAFB Form 216, the contractor shall assign a Sheppard Index (SI number). The contractor shall return the second copy of the SAFB Form 216, with SI numbers assigned, to the customer when the requested product is completed. The contractor shall ensure that the SI number is visible on graphic products produced for technical training use. Contractor action is required to post, file, and record products identified on the SAFB Form 216 and shall be accomplished immediately upon the completion of the work request.
- aq. Graphics Master File Review. The contractor shall ensure that graphic master file data is reviewed annually and that master material is maintained until revised, declared obsolete, or related course is discontinued. Contractor shall provide course areas with computer printouts of itemized product listings to initiate reviews. If customer provides computer disc, contractor shall transfer listing and return disc to requesting organization. No unit count is to be charged for this service.
- ar. Graphics Master File Training. The contractor shall train customers in the use of the graphics master file and index system and shall assist customers in obtaining copies of, or reviewing existing graphic masters.
- as. Graphics Master File Search. Before a new illustration is accomplished, the contractor shall review the graphics master file and index system to ensure that existing products are not duplicated. The contractor shall annotate these review results on the AF Form 833.
- at. Graphics Master File. A computerized program shall be used for the catalog process of the graphic master file. The contractor shall list or log consecutive SI numbers assigned to new graphic illustrations shall use this program. The contractor shall sort and assemble SI numbers into designated index or catalogs and to assist with the annual review of file holdings shall use the same program. Computer listings or catalogs may be used by customers in reviewing file holdings for possible identification of usable illustrations. The contractor shall maintain the graphic master file program in its electronic present format. If necessary, the program shall be reconfigured by the contractor in accordance with the new specifications set forth by the government, at no additional charge.
- au. Product Accuracy. The contractor shall be responsible for the correct spelling, technical accuracy, and completeness of all graphic products. Procedures to ensure product accuracy shall be identified in the contractor's quality control plan.
- av. BVISC Computer Administration. The contractor shall designate in writing an audiovisual service center computer administrator/operator for comprehensive operation of the Computer Imaging Service Center. The administrator/operator shall be responsible for all security, maintenance, monitoring, production, and performing configuration of the computer equipment to include all network systems. This administrator/operator shall also be responsible for identifying new requirements, creating documents, and implementing changes, adding and deleting network customers, assigning passwords and access privileges. Performs server backup and monitors server status. Provides initial customer orientation, resolves customer problems, acts as single point-of-contact for customer support and the next level of support. The administrator/operator shall also perform network physical security, ensuring antiviral software is an integral part of the configuration, also obtains Small Computer Support Center/BVIM approval to operate the server. Performs configuration management to include administrative maintenance and documentation of Local Area Network (LAN). The administrator shall also create a list of users, type and location of equipment attached to the server, software installed on each system, cable placement, etc. Performs as ADPE custodian. When requested, coordinates requirements with the base LAN manager and the Base Network Control Center (BNCC). This EIC shall be operated to the fullest extent of the technology engineered into the center.
- aw. Presentation Services. The contractor shall provide audio and/or visual Presentation Services as required on the approved AF Form 833 work order. Estimates of services required are in the Bid Schedule. The contractor shall maintain the capability of providing three presentations simultaneously. Presentation requirements are for education, training, and BVIM/QAP approved special events throughout the entire base. Presentations resources/equipment for off-base locations such as hotels, conference centers, and seminar rooms in the general Wichita Falls area shall be supported by self-help

equipment signed out to customers on an approved AF Form 833 request. The contractor shall provide presentations support to only those areas/facilities without permanently installed audio systems, otherwise approved by the BVIM/QAP. Presentations support will be provided for all official functions at the Base Theater, Bldg. 840, and both enlisted and officer clubs.

ax. Presentation Services Set-Up Tear Down. The contractor shall accomplish, or assist the requester, as required, the set-up and tear down of all equipment for the presentation. The contractor shall be responsible for, but is not limited to, setting up, positioning, and testing of equipment, as well as focusing and/or adjusting projectors, and/or video players and monitors, audio players, amplifiers, mixers, microphones, and speakers. All public address equipment shall be properly adjusted and balanced. Preparatory and operational equipment checks shall be accomplished one hour before the beginning of the event and the arrival of the attendees. The contractor shall coordinate with requester, speakers, or a designated representative, as necessary, to ensure presentation preparations and set-up of equipment are adequately accomplished.

ay. Presentation Services Coordination. Contractor shall contact the requester for confirmation or clarification of date, time, location of event, media, sound, or lighting requirements, sequence in which media or public address are required, and any other of the tasks for which the contractor may be responsible. Such coordination will be annotated on the AF Form 833 providing the date of the conversation and significant information discussed.

az. Presentation Services Work Unit. The total presentation effort, not individual sub tasks, shall be used for purposes of determining the completed unit of work. Arranging site of presentation, set-up, and operation of equipment, and tear down and return of the equipment, etc., shall equal one presentation or one unit count. The set-up and tear down of equipment could require frequent, multiple manning sessions as well as test runs repeatedly before the actual presentation event. The contractor shall ensure the public address system and related components are fully operational at all times and shall install fresh batteries prior to each and every presentation event. The contractor shall be required to provide on-site manning of at least one or more for the duration of the public address/media presentation. At no time is the equipment to be left unattended and/or unsecured.

ba. Presentations (Self-Help). Self-Help presentation shall be accomplished through a variety of self-help equipment available on a sign out basis through the use of an approved AF Form 833.

bb. Photographic Products and Services. The contractor shall provide photographic products and services as requested on AF Form 833 to include, but not limited to, processing of color prints, negatives, internegatives, digitized images on magnetic media, and production of 35mm slides. For work count, only those products requested by the customer (i.e., end products) shall be counted for payment. Photographic negatives shall not be included as work units, but shall be delivered to the customers upon request. Specific requirements are listed below. Performance standards and requirements are in the Service Delivery Summary. All photographic products delivered (conventional and digital) to customers shall be clear, sharply focused, acceptably lighted, free from distracting marks and defects, and/or meet the customer's requirement as well as the professional industry standards. Photographic services include location (shot list, SAFB Form 201 required) and studio photography. Any alterations to the SAFB Form 201 will require prior approval by BVIM/QAP. For studio, alert, medical, copy, technical and other photography, the contractor shall: ensure photographers are promptly present for location photo appointments at the times requested by the customer. Location photographers will provide their own privately owned vehicle transportation. Government transportation will not be authorized. Typical requirements are for mission essential support.

bc. Photo Chemical (Conventional) Products. The contractor shall produce a wide variety of photographically oriented products through the use of such machines as, but not limited to, Noritsu Automatic Color Print Processor, Sickles Copy Camera, Honeywell Repronar, E-6 Kreonite Color Slide Processor, densitometer, still professional cameras, studio lighting equipment and color control methods. The following items are provided as conventional photographic products 35mm Color Slides (from Studio, Location or customer provided photography), 35mm Color Slides (from Original Artwork/Graphics Shop), 35mm Color Slides (from Customer Provided Artwork/Disk), 35mm Color Slides (from Existing Slides), 35mm Color Slides (from Film Received From Customers), 35mm Color Negatives, 4"x 5" Color Prints, 5"x 7" Color Prints, 8" x 10" Color Prints, 11" x 14" Color Prints, 3-1/2" x 4" and/or 4" x 5". Polaroid Color Prints, 4"x5".

bd. Digital Imaging Center Photo Oriented Products. The contractor shall produce a wide variety of products that utilize any or all of the equipment and technology items in the digital imaging center. This shall include, but not be limited to, the products listed below. These products shall be produced through the use of the Digital Camera, MacIntosh

Computer, Photoshop Software, and the output device of a dye sublimation printer: 2" x 2" Dye Sublimation Prints, 4" x 5" Dye Sublimation Prints, 5" x 7" Dye Sublimation Prints, 8-1/2" x 11" Dye Sublimation Prints. All scanning of negatives, slides, prints, art, and etc. required to produce an end product, shall be considered an intermediate step to producing that product.

(1) Simple digital image products shall have a minimal amount of correction to the image, such as minor contrast, color balance, and etc.

(2) Average digital image products shall include a high degree of correction/manipulation to the image and may include the addition of text.

(3) Complex digital image products shall include a high degree of correction/manipulation, the addition of text, and multiple images in a single file.

be. Location Photography. Location photography requires conventional color negatives or color transparencies, or digital image files and prints as requested. Most assignments can be photographed on 35mm-color film or digital camera. All AF Form 833 requests for location photography shall be accompanied by a preprinted SAFB Form 201 (Shot List). This shot list shall be retained in file with the AF Form 833 until time for work order disposal. The only deviation from providing a shot list is if the photo shot requirements can be easily and clearly detailed on the AF Form 833 or the requester accompanies the photographer. The contractor shall maintain the capability to perform location photography at three different places simultaneously. Maintaining such a capability shall neither take precedence over, nor be subordinate to, the requirement to provide other photography services, including but not limited to, alert photography, medical photography, studio photography, and any photographic processing. Provide location and/or studio photography of exhibits for reports, defective equipment, and other material which require special setups to properly light and portray the subject material. This may include the transport of substantial amounts of special application equipment including, but not limited to, tables, studio lights, and the like. The contractor shall accomplish this.

bf. Photography Assignment Coordination. To meet customer support requirements, the contractor shall ensure that location and studio photographic requests are coordinated with the customer prior to the photography event. The contractor shall be responsible for suitability and appropriateness of subject matter, technical accuracy, and the selection of proper camera equipment film format, correct image size, lighting ratio, exposure, depth of field, and speed of film based on the customer's requirements.

bg. Official Portraits. Size, pose, number of photos, technical standards, and information to be included on the photography shall be IAW AFI 36-2632, para 4.3, Official Photographs of Air Force General Officers, and appropriate quality samples available. Notify the customer when finished prints are ready and have the customer approve the prints for subsequent forwarding to the Military Personnel Flight (MPF). If portraits are rejected by the customer, the contractor shall grant the subject one additional portrait sitting as necessary. Additional production units shall not be counted unless approved by the BVIM. The contractor shall screen and forward portrait negatives of General Officers to the Headquarters, 1361 Audiovisual Squadron, Andrews AFB MD 20331-5997. Copies of AFI 36-2903, Dress and Personal Appearance of Air Force Personnel shall be posted near portrait studios for customer reference. Because of the importance placed on official portraits, customers should be assisted and advised so that only the highest quality product is provided. The contractor shall provide other studio photographic service to include, but not limited to, hometown news release photographs, Master Instructor photographs, tabletop photography, and awards recognition photographs.

bh. Official Passport and Citizenship Photography. Subjects shall be photographed head-on to the camera against a white or light gray background. Flat lighting shall be used. Prints shall be 2" x 2" inches overall on a non-glossy surface. Image must measure not less than one inch or more than 1-3/8 inches from bottom of chin to top of hair. Normal studio equipment will be routinely utilized for passport photographs. However, Polaroid, EIC, or other appropriate self-development products may be required for emergency or unique requirements as decided by the requester and validated by the BVIM.

bi. Special Duty Assignment Photographs. The Customer Service section of the Military Personnel Flight shall provide size, pose, number of prints, and information to be included on the photograph, if any. If the customer rejects photographs, the contractor shall grant one additional sitting.

bj. Studio Customer Service Hours. Contractor may schedule studio photography by appointment, but walk-in customers must be expected and fit into the studio schedule as soon as possible. Studio operations hours are 7:30 am to 4:30 pm, continuously, without regard to other workload or lunch hours.

bk. Alert and Emergency Services. Provide alert photographer service. Unless otherwise directed, the alert photographer shall carry adequate photographic equipment and supplies to photograph in color (negative or positive), and digital, the following types of items: law enforcement investigations, flying or ground safety accidents or incidents, disasters, and other emergencies requiring photographic documentation. In the event of a real world aircraft disaster, video documentation will also be required. Alert photographer shall report to the designated assembly point within 10 minutes of initial contact during normal duty hours. Photographer will be briefed on the situation at the assembly point location by the on-scene commander. During Non-Duty Hour Alert (Exercise) Calls, photographer reports to the location designated by Command Post. Reporting and response time is within 10 minutes. The photographer will receive instructions from the on-scene Commander or designated representative. During Non-Duty Hour Alert Calls (to include holidays), photographer is notified IAW direction provided on Roster of Photographers Available for Non-Duty Assignments (Reference Appendix 5, Required Reports). Photographer shall contact the 82d Security Forces Squadron within 15 minutes of being paged/called. During actual alerts the photographer will be dispatched and must be present at the alert site within 45 minutes of that call. During Non-Duty Hour Alert (Exercise) Calls, photographers on call will be contacted in order to test beeper or initial contact effectiveness. Photographer should be informed that an exercise is in progress. Photographer callback procedures will also be tested. Photographer response, within 10 minutes is required. Travel to the base or other assembly point is not required when directed by the cognizant authority. The contractor shall provide a full scope of services in emergency situations as required by the on scene commander or BVIM.

bl. Alert Personnel Supplementation. The contractor shall supplement the alert photographer's services with additional personnel such as film processing, EIC, Videography, or other qualified personnel and other photographers if such action is necessary to satisfy the requirements.

bm. Alert Photographer Roster. The contractor shall submit to the BVIM and 82d Security Forces Squadron a list of photographers available for non-duty hour alert photography. Estimated report frequency and content are shown in Appendix 4, Required Reports. Instructions included in this report shall be as follows: The 82 SF is to telephone the photographer listed as being on call for that period. If there is no answer, the instructions will next direct the 82 SF to call either the contractor provided beeper-service number, if an electronic paging system is used, or the contractor supervisor whose number is also listed. If the beeper service is used and no response is received within 15 minutes, the 82 SF will call the listed supervisor.

bn. Copy Photography. The contractor shall perform the following tasks: Color negatives shall be produced from artwork (digital), publications, photos, charts, maps, etc., in a variety of sizes from 35mm through 20" x 24" and occasionally larger (24" x 30") sizes. Continuous tone, halftone, and high contrast line copy negatives and film positives shall be required. The only time that negatives shall be counted is when the negative is requested as the end product.

bo. 35mm Color Transparencies. 35mm color transparencies shall be produced from, but not limited to, digital sources and/or 35mm and larger color transparencies, photographic prints, artwork, publications, charts, maps, ceramic letters, and any industry accepted source.

bp. 35mm Color Slide Accountability. 35mm plastic mount slides (when requested) shall be numbered to ensure accountability and sequencing, and shall be free of defects, dust, spots, and Newton rings (glass mounted). Classified slides shall be marked and titled IAW DOD 5200.1, Chap 5, and DOD Production Security Program Regulation. The contractor shall number each 35mm slide using the same numbering system as shown on the master slide or as required to designate SI or VI production number. Slide sets shall be collated into individual sets and, if requested, placed in the correct sequence in a slide tray. If the slides do not have a master reference number, the numbering will be in conformance with the customer requirements.

bq. 35mm Color Duplicate Slides. The contractor shall expose, scan, and process 35mm slide duplicates in such a manner as to retain or improve the color balance and overall appearance of the original. Problems with color balance shall be referred to the requester before the project is complete. The maintenance and color balance of color slide equipment shall be managed and corrected through the contractor's quality control program.

br. Color Negatives. The contractor shall process camera and copy film in 35mm, 120, and 220 size rolls. Negative shall be free of processing streaks, static marks, scratches, spots, and other surface defects. Spot, opaque, tape, or mask film as required prior to printing. When a preview of negatives is required, prior to printing, the contractor shall provide a computer screen thumbnail preview at no cost. If customer requests digitized image on magnetic media, the work count shall be one for each image.

bs. Conventional Photo/Dye Sublimation Color Prints. The contractor shall produce color prints as required. Photo prints and transparencies shall be free of spots, stains, dust marks, scratches and other surface defects. Classified prints shall be marked with the level of classification and general downgrading instructions. In addition to the above, the contractor shall provide prints ranging in sizes from 2" x 2" to 11" x 14" conventional, and 2" x 2" through 8-1/2" x 11" digital.

bt. Training Development Media Products and Services. The contractor shall provide training development media products and services as described below, along with such services as may be required to support education, training and internal information and/or public affairs or protocol programs IAW Base Government Access Cable Television Channel requirements. Products delivered by the contractor must be of a quality at least equal to the minimum industry standards. The contractor shall ensure all documented legal releases and all production related administration is complete before any of the production process begins.

(1) Pre-Production. The contractor shall coordinate requirements with requester. Within 2 working days of receipt of the approved and certified AF Form 833/DD Form 1995, the contractor shall schedule a pre-production meeting with the requester, BVIM, QAP, Technical Advisor, and any other persons the BVIM deems necessary to determine what will be required in the way of scripts, story boards, performers, props, and/or graphic arts support.

(2) Production Milestone. The contractor shall prepare a production milestone schedule letter within 2 workdays based on decisions reached during the pre-production meeting and the requirements of the work order, and send copies to the BVIM, QAP, the Technical Advisor, and the Commander of the organization designated the office of prime responsibility (OPR) for the production and shall notify the same within two workdays, in writing, whenever it is known any milestones will be missed and why. The contractor will provide an updated letter with new coordinated milestones and a written description of what caused delays, and distribute to the same individuals previously mentioned.

(3) Training Development Media Survey. On approximately 1 July of each year, the contractor shall initiate the next fiscal year survey of requirements for training development media. The contractor shall submit a letter to the BVIM and Visual Information Advisory Board (VIAB). The contractor shall include status of all carryover and previously programmed requirements. The contractor shall collate all training requirements received from the VI monitors and submit a suggested media products schedule to the BVIM. Contractor attendance at the VIAB meeting may be required. If necessary, the VIAB will meet between 1 and 15 August and will determine media priorities. The contractor shall prepare a summary letter for submission to the BVIM, VI Monitors, and HQ AETC/SCMCV as shown in Appendix 5, Required Reports. The contractor shall conduct all correspondence and coordination in this review process.

(4) Production Authorization Number (PAN). Once a work order (AF Form 833/DD Form 1995) for "local" production (Sheppard AFB, local use only with a shelf life of 1 year or less) is approved, the contractor production center shall assign the product a production authorization number, subject to approval by the BVIM or designated representative. The production center and all replication will retain the production file for a local production and distribution will be done by the center. The contractor will maintain a computer log with format as follows: DVIAN - FISCAL YEAR - SEQUENTIAL NUMBER. The finished products will be controlled, issued, and maintained through the use of AF Form 2017, Counter Request for VI Products/ Equipment. The PAN number will be recorded at the beginning and the end of all video programs. This will be on the videotape to appear during screening.

(5) Production Identification Number (PIN). Once the work order (AF Form 833/DD Form 1995) for an "Air Force" production (created for Base, Command, Air Force and DOD wide, which has a shelf life of more than 1 year) is approved, the production center shall have a production identification number assigned by AFC4/SYND (Scott AFB). The production file for an "Air Force" production will be processed differently depending upon the life of use. Any production category upgrade shall be initiated by the requester, through the contractor, and signed by the BVIM before forwarding to higher Headquarters. For Command Use and below: The production center (contractor) will make initial replication and

distribution. After initial distribution, the production file will be sent to Joint Visual Information Services Distribution Services (JVISDA) after production completion for replication/ distribution, and record keeping, using Air Force funds. For Air Force Use and above, the production center (contractor) will send the production file after written BVIM coordination directly to JVISDA after production completion for replication/distribution and record keeping, using Air Force funds.

(6) Production Count. A count of one is given for each completed video production regardless of the total number of video cassettes used

(7) Maintain Master Production File. The contractor shall maintain a master production file on each visual information production to contain as a minimum, initial requests, and approvals through completion and distribution. The following documents and data are mandatory when applicable. This includes, but is not limited to, AF Form 833, Production Milestone Letters, Continuity Progress Notes and Memos, DD Form 1995, DAVIS Subject Search Printout, including search parameters, approved script (as recorded), various treatments and revisions, initial and subsequent distribution requirements, contracts associated with the production, production costs, talent and legal releases, copyright clearances, public clearance or exhibition requests and legal review certification.

(8) Maintain Production Status Board. The contractor shall maintain and update a comprehensive status board at the visual information production facility and ensure the entries thereon (e.g., work order number, type and title of production, milestones, etc.) regarding productions scheduled or under way are complete, accurate, and up-to-date. A written status report of productions shall be made monthly indicating progress, problems incurred and resolution. The contractor shall provide a 8-1/2" x 11" paper copy of the actual status board at the VI center. It shall be of identical appearance to the status board and on an Excel or other BVIM approved software spreadsheet format. This 8-1/2" x 11" paper copy shall be provided monthly or upon verbal request from BVIM and/or QAP.

(9) Training Development Media Support. The contractor shall provide/perform the following tasks necessary to satisfy the requirements of work orders for training development media support.

(10) Scripting. Provide a level of scripting expertise that is consistent with the training/mission requirement to include whatever story boards may be needed in conjunction therewith, for original and revised productions. Upon completing a draft script, the contractor shall meet with the technical advisor to determine what corrections or changes, if any, are needed. The contractor shall then prepare a final script, incorporating any required or requested corrections or changes for approval by the technical advisor and the appropriate Unit Commander. All final script approval shall be signed and dated before any production process begins. Any script changes shall be initialed and dated by the requester. These script changes shall not exceed more than 10 percent of the original script.

(11) Outline or Treatment of Script Material. In some cases, a Script Outline or Treatment prepared by someone other than the contractor may accompany a work order; nevertheless, the contractor shall confer with the technical advisor to determine whether such script, as submitted, is satisfactory to be used as is. If it is not, the contractor shall prepare an improved version and have it approved by the requester before it is used as the final script.

bu. Videography/Photography. The contractor shall perform the following, but not limited to, videotape/photograph, or digitally incorporate people, scenes, artwork, audio, equipment, etc., at the visual information support center studio or other locations, depending on the kind of production requested and the requirements of the script. In some cases, it may be necessary to videotape or photograph scenes from hazardous areas or from the air in government provided aircraft.

bv. Scene Requirements. All scenes shall be properly staged and lighted and sharply focused. Some productions shall require using more than one camera and recorder. The contractor shall ensure the inter-cutability of videotapes, using proper video levels, color balance, lighting, and recording techniques. Framing and composition shall place proper emphasis on the subject while satisfying normal standards of composition.

bw. Video Cameras. Video cameras shall be adjusted in accordance with specifications of the manufacturer and/or Technical Orders.

bx. Master Videotapes. Master videotapes shall be in Beta Cam format or correct master format in use at the time as specified by the requester. Only new, unused videotape shall be used for masters and duplicates. Prior to distribution, all videocassette security tabs shall be removed to ensure inadvertent recording or erasure.

by. Computerized Courseware. Contractor shall provide support for computerized courseware development in all areas where it exists on base. When required, dedicated priority support shall be provided. Requests for computerized courseware support will be made on the AF Form 833/DD Form 1995 and approved by the BVIM/QAP.

bz. Computerized Courseware Development. Contractor support for computerized courseware development shall include computer production of line drawings, cartoons, multi-media, and full-color graphics, animation, as well as video photography, video editing, and integration of illustrations as overlay programming. Unit count will be for number of total programs requested on AF Form 833. Quantities shall be based on requester's need and subject to approval by the BVIM. Reprints shall be limited to the production of six products assigned a local TDMS media number unless authorized by the BVIM. The contractor shall ensure that all copies of TDMS media are issued to the requester on AF Form 1297. The AF Form 1297 shall be placed in production folder.

ca. Audio Recording. The contractor shall perform all such audio booth, studio and location recording as may be required, to include the recording, re-recording, mixing, and/or transferring, on single or multiple sound tracks, of synchronous and non-synchronous sound, such as narration, (to include approved licensed library of music procured by the contractor), background sound and special sound effects. Approval of the Contracting Officer is required prior to purchase of any music license. Reimbursement of approved music license fees shall be supported by evidence of payment. Audio and/or videocassettes may be used for end products of audiotape at the discretion of the requester. When an integral part of a videotape, the sound and/or narration shall be synchronized to match the action depicted. Narration shall be provided by a professional who is experienced in narrating, announcing, or public speaking, has a voice that is pleasant and natural, and able to read scripts containing technical terms easily and effectively. Narrating professionals shall submit audition tapes for government approval prior to final narration recording.

cb. Edit/Inspect Master Materials. Upon completion of the foregoing tasks as may be necessary, and depending on the kind of production, the contractor shall:

(1) Video Clip Masters. In the case of video clip masters, arrange the scenes in correct sequence with a 15-second-long "black" between each of the steps portrayed and check for proper color balance and, as applicable, sound levels, clarity, and synchronization. One videocassette containing AF Form 833 requirements equals one product (not the individual scenes).

(2) Preview and Final Acceptance of Masters. Before producing initial copies of an original or revised training development media support product, the contractor shall provide a preview of the master from which such copies shall be made for approval of the master by the BVIM/QAP, the technical advisor, and, if required, the person named the certifying official on the DD Form 1995. The contractor shall furnish the QAP a copy of the approved final script at least 2 workdays before the date of the preview.

cc. Revisions and Duplications. The contractor shall revise or duplicate TDMS products, as required.

(1) Revisions. Revisions shall be limited to updating products for which Sheppard is OPR, or if not, has obtained written permission from the appropriate OPR to revise.

(2) Duplications. Duplications shall be limited to reproducing products for which Sheppard is OPR, or if not, has obtained written permission from the appropriate OPR to duplicate.

(3) Data Update. The contractor shall enter update data concerning revisions and duplications of training development media support on DD Form 1995 and such other pertinent records or reports the contractor is required to submit or maintain within 1 work day of completed request.

cd. Editing Services. The contractor shall edit existing videotapes, as required. Such editing shall not be considered part of the production process and be limited to deleting or rearranging portions of copies (not masters) of videotapes for which Sheppard is OPR or, if not, has obtained prior written permission from the appropriate OPR to edit. These editing services shall include but not be limited to various forms of Linear and Non-Linear editing equipment. These techniques may include all special effects associated with the Air Force provided equipment. Duplicate screen titles are not authorized. Individuals will not be recognized in screen credits. Public clearance will be received from the appropriate Government Authority prior to public release.

ce. Transfer/Record Pre-Recorded Audiotapes and Disks. The contractor shall dupe to audio tapes music to be used for parades, retreat ceremonies, or other events, as required. The contractor is cautioned not to reproduce any copyrighted music or audio without prior written approval from the copyright holder, and/or the Base Legal Office.

cf. Self-Help Services. Contractor shall provide self-help graphics, video electronic photo, and presentations to qualified users. All self-help requests, including equipment loans, must be submitted on an AF Form 833 with an authorized signature and approved by the BVIM or a QAP before work is started. The contractor shall develop or maintain an existing handout or copy of manual for each piece of VI equipment; which is issued, describing correct and safe operation of the equipment. The contractor shall ensure distribution to all new VI customers and to customers requiring equipment operation instructions. Additionally, if requested, the contractor shall provide on-the-spot training on the equipment. The contractor shall ensure that VI equipment is issued for official use only to personnel permanently assigned to Sheppard AFB. Contractor shall notify BVIM if unofficial use is found or suspected. The contractor shall prepare and maintain a handout available to customers upon request that addresses all aspects of the self-help video program and procedures. Copies of this handout shall be maintained at the Customer Service Desk for distribution. Handout shall be reviewed and approved by the BVIM before distribution. Contractor supplies all materials needed for self help projects.

cg. Self-Help Facility. The contractor shall provide, to the maximum extent possible, a self-help program and facility with capability to produce professional charts, multi-media presentations, name plates, signs, overhead transparencies, fliers, program covers, etc. Materials, equipment, and ancillary supplies shall be readily available at all times. These will include various color scanners, colored labeling tapes (adhesive and magnetic); name plates; and transfer letters, symbols and patterns. An AF Form 833 is required for self-help graphic facility requests. The equipment items designated for customer self-help use are annotated with "SH" on the Appendix 2a, CA/CRL, and ADPE Roster contained in the contract. Although this equipment may be used for contractor production, it shall not prevent self-help use from being primary to the customer, nor shall it be justification for defective, and/or late work orders. The self-help facility shall be monitored and qualified customer assistance shall be provided from 7:30 am to 4:30 pm each normal duty day. Availability of self-help facilities shall not excuse the contractor from accomplishing scheduled and prioritized work as required. The BVIM shall make the final determination as to whether work is performed by the contractor or by self-help. The Video Documentation (VIDOC) log shall be annotated to include program title and sequential number with an "S" suffix added to designate a "self-help" program.

ch. Self-Help Assistance. Contractor shall provide assistance in project planning, research, equipment operation and maintenance, material application and technical guidance upon request of the self-help customer. The contractor shall provide self-help orientation training to include, as a minimum, types of products, equipment use and care, facility orientation, established requirements and regulations.

ci. Self-Help Certification. The SAFB Form 222, Self-Help Graphic Certification, shall be used for graphics arts, photo, video and presentations activity to identify recipients of self-help orientation instruction and shall be shown to obtain access into the self-help work area and prior to check out of self-help equipment. This orientation shall be scheduled immediately upon verbal request. Walk-ins must be expected. The contractor shall be responsible for providing one SAFB Form 222 to each self-help trainee immediately upon satisfactory completion of training. To assist customers in identifying personnel within their organizations, who can produce self-help products, the contractor shall maintain a listing of dates and name of trainees by SAFB Form 222 card number. The contractor shall ensure that products assembled by self-help are official in nature and support the base mission. Products shall be monitored to ensure they are for official business only. Violations shall be reported to the BVIM.

cj. Self-Help VIDOC Programs. Self-help VIDOC programs are to be screened by the contractor for potential submission to the motion media records center. Duplication may be authorized by the BVIM to support this action.

ck. Bench Stock Supply/Acquisition System. The contractor shall establish and maintain a visual information bench stock supply system to ensure that the required number of supplies is on hand at any given moment. Bench stock does not include supplies in use (i.e. film in camera bags, paper in printers, etc). This bench stock shall be in a centrally located area and readily available. See appendix 6 for min. fixed stock levels. Contractor shall create, maintain, and update a comprehensive bench stock status board to depict the supply levels/acquisition status of prescribed bench stock supplies. The contractor shall ensure that proper bench stock rotation is exercised to prevent outdated/expired supplies. Any discrepancy related to expired/outdated supplies shall be considered a defect and not part of the total supply tally.

cl. Supplies. The contractor shall ensure sufficient types and quantities of supplies required to produce and deliver all required products, including repair and replacement parts, are on hand or can be readily obtained to support the requirements of this contract, pertaining to their use, as well as being compatible with Government-provided equipment.

cm. The contract manager may be required to meet with the contracting officer, contract administrator, QAP, and other government personnel as deemed necessary. The contractor may request a meeting with the contracting officer when he or she believes such a meeting is necessary. Written minutes of any such meetings shall be recorded in the contract and signed by the contract manager and the contracting officer and contract administrator. If the contractor does not concur with any portion of the minutes, such non-concurrence shall be provided in writing to the contracting officer within 10 calendar days following receipt of the minutes.

cn. Failure of government-furnished/contractor owned equipment shall not excuse the contractor from performing contract requirements by utilizing alternate production methods.

co. The contractor shall bear all costs of private telephone services as are required to place personal or long-distance telephone calls. The cost of this item is covered in CLN #X001.

cp. Contractor shall ensure that a copy of an AF Form 440, Bomb Threat Aid, is maintained adjacent to each facility telephone. Personnel should be made aware of the form and how it is used in case a bomb threat call is received. A copy of the employees signed understanding of Bomb Threat Procedures will be provided to the VI Management Office. The same requirement exists for new employees upon first duty day. Security Forces shall be notified immediately of the call and responses recorded on the card.

cq. One DD Form 2056, Telephone Monitoring Decal, shall be placed on each government telephone unit within the Visual Information Service Center. Decals shall be replaced by the contractor when they become badly worn or hard to read.

cr. **SECURITY REQUIREMENTS FOR CONTRACT REQUIRING ACCESS TO CLASSIFIED INFORMATION**

Visitor Group Security Agreement (VGSA). The contractor shall enter into a long-term visitor group security agreement if contract performance is on base. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operations on the installation. The agreement shall include:

a. Security support provided by the Air Force to the contractor shall include storage containers for classified information/material, use of base destructive facilities, classified reproduction facilities, use of base classified mail services, security badging, base visitor control, investigation of security incidents, base traffic regulations and the use of security forms and conducting inspections required by DoD 5220.22-R, *Industrial Security Regulation*, Air Force Policy Directive 31-6, *Industrial Security*, and Air Force Instruction 31-601, *Industrial Security Program Management*.

b. Security support requiring joint Air Force and contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks and internal security controls for protection of classified material and high-value pilferable property.

c. On base, the long-term visitor group security agreement may take the place of a *Standard Practice Procedure* (SPP).

Clearance Requirements. The contractor must process or obtain an appropriate facility security clearance (Top Secret, Secret, or Confidential) prior to performing work on a classified government contract. If the contractor does not possess a facility clearance the government will request one. The government assumes costs and conducts security investigations for Top Secret, Secret, and Confidential security clearances. The contractor shall request security clearances for personnel requiring access to classified information within 15 days after receiving a facility clearance or, if the contractor is already cleared, within 15 days after contract award. Due to costs involved with security investigations, requests for contractor clearances shall be kept to an absolute minimum necessary to perform contract requirements. The contractor shall notify the *Servicing Security Forces Organization* (SSFO) at each operating location 30 days before on-base performance of the contract. The notification shall include:

- a. Name, address, and telephone number of company representatives.
- b. The contract number and contracting agency.
- c. The highest level of classified information which contractor employees require access to.
- d. The location(s) of contract performance and future performance, if know.
- e. The date contract performance begins.
- f. Any change to information previously provided under this paragraph.

Suitability Investigations. Contractor personnel shall successfully complete, as a minimum, a *National Agency Check* (NAC), before operating *government furnished* workstations that have access to *Air Force* e-mail systems. The government at no additional cost to the contractor shall submit these investigations. The contractor shall comply with the DoD 5200.2-R, *Personnel Security Program*, and AFI 33-119, *Electronic Mail (E-Mail) Management and Use*, requirements.

Unescorted Entry to Restricted Areas. When contractor employees require unescorted entry to restricted areas, the Air Force shall submit NAC investigations for contractor employees at no additional cost to the contractor. Contractor personnel shall successfully complete a NAC investigation to obtain unescorted entry to a restricted area. The contractor shall comply with DoD 5200.2-R, and AFI-31-501, *Personnel Security Program Management*, requirements.

Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance is obtained for employees and non-government owned vehicles.

- a. DD Forms 1172, *Application for Uniformed Services Identification Card*, (AFI 36-3026, *Identification Cards For Members of The Uniformed Services, Their Family Members, and Other Eligible Personnel*, and AETC Instruction 36-3001, *Issues and Control of AETC Civilian Identification (ID) Cards*)
- b. AETC Form 58, *Civilian Identification Card* (AETCI 36-3001).
- c. AF Form 2219 (series), *Registered Vehicle Expiration Tab* (AFI 31-204), *Air Force Motor Vehicle Traffic Supervision*).
- d. DD Form 2220, *DoD Registered Vehicle and Installation Tab* (AFI 31-204).
- e. AF Form 1199, *USAF Restricted Area Badge*, or locally developed badge.
- f. AF Form 75, *Visitor/Vehicle Pass* (AFI 31-204).

Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle decals, from employees who depart for any reason before the contract expires; e.g., terminated for cause, retirement.

Listing of Employees. The contractor shall maintain a current listing of employees. The list shall include employee's names, social security number, and level of security clearance. The list shall be validated and signed by the company *Facility Security Office* (FSO) and provided to the contracting officer and SSFO prior to the contract start date. Updated listings shall be provided when an employee's status or information changes.

Security Manager Appointment. The contractor shall appoint a security manager for the on base long-term visitor group. The security manager may be a full-time position or an additional duty position. The security manager shall provide employees with training required by DoD 5200.1-R, *Industrial Security Program Regulation*, Chapter 10, AFRD 31-4, *Information Security*, and AFI 31-401, *Information Security Program Management*. The contractor shall provide initial and follow-on training to contractor personnel who work in Air Force controlled/restricted areas. Air Force controlled areas are explained in AFI 31-209, *The Air Force Resource Protection Program*, and Air Force restricted areas are explained in AFI 31-101V1, *The Physical Security Program*.

Additional Security Requirements. In accordance with DoD 5200.1-R and AFI 31-401, the contractor shall comply with AFSSI 5102, *Computer Security Program* (COMPUSEC); AFI 33-203, *Emission Security* (EMSEC) Program; AFI 33-204, *Information Protection Security Awareness, Training, and Education* (SATE) Program; applicable AFKAGs, AFIs, and AFSSIs for Communication Security (COMSEC); and AFI 10-1101, *Operations Security* (OPSEC) Instructions.

Freedom of Information Act Program (FOIA). The contractor shall comply with AFI 37-131, *Freedom of Information Act Program* (FOIA), and requirements. The regulation sets policy and procedures for the disclosure or records to the public and for marking, handling, transmitting, and safeguarding *For Official Use Only* (FOUO) material.

Reporting Requirements. The contractor shall comply with AFI 71-101, Volume-1, *Criminal Investigations*, and Volume-2 *Protective Service Matters*, requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

Physical Security. Areas controlled by contractor employees shall comply with base Operations Plans/instructions for THREATCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property, including controlled forms, provided for contractor use. At the close of each work period, government training equipment, group aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

Operating Instructions. The contractor shall develop an Operating Instruction (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated, and actual emergency operations. The OI shall be written in accordance with AFI 31-209, the local base Operations Plan usually referred to as an OPLAN and AFI 31-210, *The Air Force Antiterrorism* (AT) Program and coordinated through the SSFO.

Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work.

Entry Procedures For Controlled Areas. For on-base cleared facilities oversighted by the base SSFO, contractors shall comply with the *National Industrial Security Program Operating Manual* (NISPOM), previously referred to as the *Industrial Security Manual* (ISM), to implement controlled area requirements. The SSFO shall approve the establishment, construction, and modification of all contractor designated controlled areas before they may be used to limit access.

Key Control. The contractor shall establish and implement key control procedures in the Quality Control Plan to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government.

Lost Keys. Lost keys shall be reported immediately to the contracting officer. The government replaces lost keys or performs re-keying. The total cost of lost keys, re-keying, or lock replacement shall be deducted from the monthly payment due to the contractor.

Government Authorization. The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the government functional area chief.

Lock Combinations. The contractor shall establish procedures in local OIs ensuring lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. The contractor is not authorized to record lock combinations without written approval by the government functional area chief. Records with written combinations to authorized secure storage containers or Secure Storage Rooms (SSR), shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved container. The contractor shall comply with DoD 5200.1-R security requirements for changing combinations to storage containers used to maintain classified materials.

Traffic Laws. The contractor and its employees shall comply with base traffic regulations.

cs. The contractor shall ensure that the employees in positions listed below obtain the following mandatory training as a condition of their employment unless the employees previously obtained this training. All positions must be designated within 1 month of contract start or position vacancy. Documentation of training shall be forwarded immediately to the BVIM and the Base Contracting Office upon completion. All employees training shall be documented in the company employee folder.

(1) The persons designated the primary and alternate equipment custodians must attend an equipment management class, conducted by the base supply activity, before the contract start date, or, if subsequent thereto, other persons are so designated, before their being allowed to receipt for Government-furnished equipment. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on managing Government property, preparing and submitting supply forms, and using tables of allowances and other management products. The contractor shall also attend any refresher training as may be required throughout the contract period.

(2) The persons designated the primary and alternate customer account representatives (CARs) must attend a publications and forms management orientation, conducted by the base information management office, within 3 weeks after being so designated. The orientation lasts approximately 2 hours and is usually conducted within 2 weeks after the base information management office is notified of the persons designated as the CARs. The purpose of the orientation is to provide training on establishing requirements and submitting requisitions for government publications and forms. CARs and alternate CARs shall be required to attend refresher or remedial training as scheduled by base information management office.

(3) The persons designated the records custodian and records clerk must attend a records management class, conducted by the base records management activity, not later than 2 months after being so designated. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on maintaining, disposing, and reporting holdings and disposition of Air Force records.

ct. The contractor shall ensure all employees receive initial fire extinguisher and fire prevention training through the Base Fire Department. The contractor shall ensure all employees receive "COMSEC" (phone security) and "COMPUSEC" (computer security) training. Contractor shall implement security procedures for automatic data processing equipment. Equipment shall be installed, operated, and safeguarded IAW AFI 33-112, Sec B, Paragraphs 14 and 18, *Automatic Data Processing Equipment (ADPE) Management*. Personal use by any personnel of the automatic data processing equipment is prohibited. This area shall be addressed in the contractor's QC Plan. National Agency Check (NAC). The contractor shall comply with the DOD 5200.2-R Personal Security Program, and AFI, ELECTRONIC Mail (E-mail) Management and Use, requirements for contractor personnel operating government workstations that unclassified automated information systems (e-mail, MIS, Internet, CAMS, etc.). Request for National Agency Checks (NAC), on contractor personnel hired at the beginning of the contract, shall be submitted to the government not later than 10 working days from the contract start date. Request for NACs on contractor personnel hired subsequent to the contract start date shall be submitted to the government not later than 5 workdays from the employee's first duty day. Contractor personnel receiving unfavorable NACs shall not operate government workstations. These investigations shall be submitted by the government at no additional cost to the contractor.

cu. Data Submissions. The contractor shall provide in typed form, all invoices, reports, forms, and other correspondence and data listed at Appendix 5, Required Reports, at the time and frequency and in the number of copies specified, and ensure the data submitted are complete, accurate, and on white paper. The contractor also shall ensure all copies are legible, neat and hand carried, to arrive at the VI Management Office of the addressee not later than 4:00 p.m. (1600) local time of the workday by which they are required for submission.

cv. Still Media Records Center Submission. The contractor shall screen all original still photography. This includes color material (negative, reversal, or digital) accomplished in any format. For example, 35mm slides 8" x 10" color prints, that may be considered of permanent interest to the Air Force after coordination with BVIM, Public Affairs or Base Historian, or any combination thereof. Contractor shall submit reports as listed in Appendix 5, Required Reports. AF Form 397, Visual Information (VI) Product Data-Captions, and AF Form 398, Photographic Assignment Data, are to be used to record VI material sent to the central records center. The contractor shall obtain information from requester to fill out AF Form 397 and AF Form 398. All photographic prints must be submitted with original negative.

cw. Motion Media Records Center Submissions. The contractor shall screen all video and film documentation accomplished and submit material that may be considered of permanent interest to the Air Force video depository, as

directed by the BVIM/QAP. These images shall be submitted typically on 1/2" VHS tape cassettes, but other formats may be specified by the BVIM.

cx. Exercise Participation. All contractor employees shall participate in all Sheppard AFB security and safety exercises at no extra cost to the government.

cy. Quality Meetings. The contract manager and/or BVIM may be required to meet with the contracting officer, contract administrator, QAP, and other government personnel as deemed necessary.

cz. Contractor Building Occupancy. The contractor shall notify the BVISC Building Manager and VI Management Office in writing or e-mail of Non-Duty Hour work to be performed, and occupancy of the work center during non-duty hours.

da. Physical Security. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, all government facilities, equipment, and materials shall be secured. The contractor shall develop procedures covering lockup procedures that shall be included in the Quality Control Plan. The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report in writing to the building manager any occurrences of lost or duplicated keys. In the event keys or combinations are lost or duplicated, the contractor may be required, upon written direction of the contracting officer to re-key or replace the affected lock(s) or safe(s) without cost to the government. The government may, however, at its option, replace the affected lock(s) or safe(s) or perform re-keying and deduct the cost of such from the monthly payment due the contractor.

db. Replacement of Light Bulbs. Contractor shall be responsible for purchasing and replacing all incandescent light bulbs and fluorescent tubes for the Visual Information facility shown in Appendix 4.

dc. Mailing of Media Products. The contractor is responsible for packaging and shipment of contractor produced products requiring this service. The BVIM/QAP will identify products to be shipped. Each mailing label shall include the official return address of the VISC.

dd. Toxic Waste Disposal. The contractor shall appoint a primary and an alternate person to be responsible for the monitoring and execution of the toxic waste disposal program. The contractor shall ensure that toxic processing effluents are disposed of IAW Federal, State, Air Force and local regulations. All hazardous and toxic wastes shall be isolated in government-approved collection tanks to be provided by the contractor. The contractor shall ensure that wastes discharged from the facility will not pollute or damage local water sources, soil, or community water supplies. Before discharging any chemical into the drains, the contractor shall perform a Ph test on that chemical, and maintain a daily log of the results. Records shall be made available to the government upon request. The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this PWS or required by the provisions of a mandatory directive listed in Description of Services (Applicable Publications and Forms). If requested by the Government, the contractor shall provide the original record, or a reproducible copy of any such record within 5 working days of receipt of the request.

de. On all letters or e-mails, the contractor shall use professional and courteous correspondence. Copies of all Air Force related correspondence should be filed for future inspection by the QAP. E-mail correspondence is acceptable in most instances. Telephone shall be answered by: "Base Visual Information Service Center".

df. The contractor shall maintain back-up files for all programs and shall daily transfer information to the back-up disks for program security and continuity. Any failure of data or continuity as it relates to computer systems and software, shall be reconstructed and/or restored at contractor expense. Any malfunction and/or loss of data shall be restored NLT 5 working days from the time of the data loss.

dg. Performance of Services During Crisis Declared By The National Command Authority Or Overseas Combatant Commander. All alert and emergency services described in this PWS shall be available to the government as required during crisis periods.

APPENDIX 1

SERVICE DELIVERY SUMMARY

PERFORMANCE OBJECTIVE	PWS PARAGRAPH	PERFORMANCE THRESHOLD
<p>Provided required reports and data IAW Performance Work Statement (PWS) <i>Description of Services</i> and Appendix 5.</p> <p>METHOD: Monthly 100% check list</p>	Paragraph 7p, 7r, 7t, 7bt8, 7cc3 & 7cu	95%
<p>Create, maintain, update and operate as necessary Access/Excel based work order control computer database IAW AF Specifications.</p> <p>METHOD: Monthly 100% check list</p>	Paragraph 7t	98%
<p>Document AF Form 833 work order in a complete and correct manner as required in the PWS and Appendix 5.</p> <p>METHOD: Monthly 100% check list</p>	Paragraph 7q, 7r, 7s, 7w & 7x	96%
<p>Provide Housekeeping Services throughout the Base Visual Information Service Center Facilities.</p> <p>MONTHLY: Weekly 100% check list</p>	Paragraph 6f	90%
<p>Provide conventional, digital, and interactive courseware computer graphic products and services as requested on a certified/approved AF Form 833, work order.</p> <p>METHOD: Customer survey/complaint</p>	Paragraph 7r, 7ab, 7by & 7bz	98%
<p>Provided conventional, and digital photo products and services as requested on a certified/approved AF Form 833, work order.</p> <p>METHOD: Customer survey/complaint</p>	Paragraph 7z, 7bb, 7bd & 7bg	98%
<p>Provide training development media products and services as requested on a certified/approved AF Form 833, work order.</p> <p>METHOD: Customer survey/complaint</p>	Paragraph 7bt, 7bt9 & 7cb2	98%
<p>Provided presentations services as requested for locations on Sheppard AFB and training purposes on a certified/approved AF Form 833, work order.</p> <p>METHOD: Customer complaint</p>	Paragraph 7aw, 7ax, 7ay & 7az	100%
<p>Establish and maintain a bench stock supply and status system as outlined in Appendix 6.</p> <p>METHOD: Monthly 100% check list</p>	Paragraph 7ck	98%
<p>Create, implement and administer an equipment maintenance system to include annotation of AFTO Form 95, Significant Historical Data.</p> <p>METHOD: Monthly 100% check list</p>	Paragraph 7a	100%

MAINT RESP	NOMENCLATURE	MODEL	MAKE	SERIAL #	WAR- RENTY	W/	QTY	WORKING ORDER	COND	FUNCT AREA
*	3D CHARACTER ANIMATION	NA	SOFTWARE	2504101	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	3D STUDIO MAX	VRS 1.2	SOFTWARE	660-99035768	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE PAGEMAKER V. 6.5 FOR NT & WIN 95	NA	SOFTWARE	03W651A71102	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE PAGEMAKER V. 6.5 FOR NT & WIN 95	NA	SOFTWARE	03W65R710985	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE PHOTOSHOP / VER 2.5 / MAC	NA	SOFTWARE	PSW250R31193	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE PHOTOSHOP / VER 2.5 / MAC	NA	SOFTWARE	PSW251R31106	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE PHOTOSHOP / VER 2.5 / MAC	NA	SOFTWARE	PSW251R31107	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ADOBE STREAMLINE	3	SOFTWARE	SDW301110186	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ALDUS FREEHAND / VER 3.1 / MAC	NA	SOFTWARE	04-3117- 201540915	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ALDUS FREEHAND / VER 3.1 / MAC	NA	SOFTWARE	04-3118- 201541195	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ALDUS PAGEMAKER / VER 5.0 / MAC	NA	SOFTWARE	AV-0001	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614911	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614922	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614933	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614944	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614998	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS EXPRESS WINDOWS 95	VER 6.0	SOFTWARE	614900	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS 3.1	3.1	SOFTWARE	1186481	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	ARTS & LETTERS 3.1	3.1	SOFTWARE	AV-0002	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	BINDING MACHINE	223	VELORIMD	10249	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CAMERA GRAPH IM	NA	MATRIX	232286	NO	EA	0	SERVICABLE	GOOD	GRAPHICS
*	CAMERA SYS (NIKON W/ DIGITAL KODAK BACK)	NA	NIKON	K3808673	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CANVAS / VER 3.5 / MAC	NA	SOFTWARE	CV3R39425412	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CANVAS V 5.0 UPGRADE FOR MAC	NA	SOFTWARE	M131- 365242517	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CD ROM EXTERNAL	NA	SONY	809374	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CD ROM PLAYER (APPLE)	NA	APPLE	SS325445M302	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CD ROM PLAYER (APPLE)	NA	APPLE	SS325453M302	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CD ROM PLAYER (APPLE)	NA	APPLE	SS3254F1M302	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CENTRAL POINT MAC TOOLS/ MAC	VER 2.0	SOFTWARE	AV-0004	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CENTRAL POINT MAC TOOLS/ MAC	VER 2.0	SOFTWARE	AV-0005	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CENTRAL POINT MAC TOOLS/ MAC	VER 2.0	SOFTWARE	AV-0006	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COLOR SCANNER 60	600Z	MICROTEK	S1A4501024	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CONTROLLER (EPI FIERY 2000 CONTROLLER)	2000	FIERY	7711	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COPY MACH LAS (CANON COLOR C47 CLC 550)	CLC 550	CANNON	NSV00980	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COPYING MACHINE, LASER, CANON MOD CLC	NA	CANON	1501	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COREL MEGA GALLERY (CLIP ART)	NT & WIN 95	SOFTWARE	MGI- 728F187621	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COREL MEGA GALLERY (CLIP ART)	NT & WIN 95	SOFTWARE	AV-0007	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COREL MEGA GALLERY (CLIP ART) MAC	MAC	SOFTWARE	MGM- 0097219706	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	COREL MEGA GALLERY (CLIP ART) MAC	MAC	SOFTWARE	MGM- 107A825577	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CORELDRAW V.7 DOT NT & WINDOWS 95	NA	SOFTWARE	DR7- 272814095Z	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CORELDRAW V.7 DOT NT & WINDOWS 95	NA	SOFTWARE	DR7- 43V4055750	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CORELDRAW V.7 DOT NT & WINDOWS 95	NA	SOFTWARE	DR7- 5588541M63	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CORELDRAW V.7 DOT NT & WINDOWS 95	NA	SOFTWARE	DR7- 6598713N40	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	CORELDRAW V.7 DOT NT & WINDOWS 95	NA	SOFTWARE	DR7- X445557773	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DADDLER V 2.0 FOR MAC	NA	SOFTWARE	DM200RA2020 0R20-DQNA- 001	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DADDLER V 2.0 FOR MAC	NA	SOFTWARE	DM200RA2020 0R21-NCMA- 001	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DESK TOP SIGN M	PNC1000	ROLAND	ZC0982	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DISK DRIVE UNIT (OMEGA BERNOULI)	NA	BERNOULI	AV-0008	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DISK DRIVE UNIT (OMEGA BERNOULI)	NA	BERNOULI	AV-0009	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
*	DRAFTING MACHINE	NA	NA	AV-0019	NO	EA	1	SERVICABLE	GOOD	GRAPHICS

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* DRAFTING MACHINE	NA	NA	AV-0011	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* DRAFTING MACHINE	NA	NA	AV-0012	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* EFI COLORWORKS / MAC	NA	SOFTWARE	1185030	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* EFI SYSTEMS PASSWORD / VER 1.1 / MAC	NA	SOFTWARE	AV-0013	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* EFI UTILITIES / VER 1.1 / MAC	NA	SOFTWARE	WM0001345R	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* FILM RECORDER (MONTAGE FR-2)	FR-2	MONTAGE	51942438A	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* FLATBED SCANNER	SCANMAKER	MICROTEK	9435700062	NO	EA	0	SERVICABLE	GOOD	GRAPHICS	
* HITCH HIKE (PORTABLE HARD DRIVE)	HITCHHIKER	NIKON	JHK1600575	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* HP HP III PRINTER	HP III	HEW PACK	3129JRWQS	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* LASERWRITER PRINTER	C92 PRO	PHOTO GRD	MCINTOSH	F1329JC0108	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* LETTER ART	7.5	SOFTWARE	9215	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* LETTERING MACHINE	GERBER	13537	NO	EA	1	SERVICABLE	GOOD	GRAPHICS		
* LIGHTWAVE 3D	NA	SOFTWARE	LW50378	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MAC LINK PLUS V.1.0	NA	SOFTWARE	810567	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MACROMEDIA V 7.0 FOR MAC	NA	SOFTWARE	FHM700-01917	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MACROMEDIA V 7.0 FOR MAC	NA	SOFTWARE	57093-88978	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MC INTOSH PC EXCHANGE / MAC	NA	SOFTWARE	FHM700-07911	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MC INTOSH PC EXCHANGE / MAC	NA	SOFTWARE	57093-98908	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MC INTOSH PC EXCHANGE / MAC	NA	SOFTWARE	AV-0018	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MICROSOFT OFFICE / VER 3.0 / MAC	NA	SOFTWARE	AV-0019	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MICROSOFT OFFICE / VER 3.0 / MAC	NA	SOFTWARE	XNOY85	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MONITOR, 17 IN (USE W/ QUADRA 800 COMP)	17"	N/A	XQOY85	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MONITOR, 17 IN (USE W/ QUADRA 800 COMP)	17"	N/A	236423V00624	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MONITOR, 17 IN (USE W/ QUADRA 800 COMP)	17"	N/A	238423V00643	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* MONITOR, 17 IN (USE W/ QUADRA 800 COMP)	17"	N/A	J06423V00200	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* OPTICAL SCANNER (Kodak RFS 2035 Plus 35mm)	17"	N/A	J09423V00047	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* OPTIMA 1000 COMPONENT	RFS 2035	KODAK	K384-2625	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* OPTIMA MINI PAK 2000 DAT DRIVE	NA	NA	40730015	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PAINTER V 4.0 UPGRADE FOR MAC	NA	NA	411100003	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PERFORM-PRO / FORM FILLER / W / BOOKS	NA	SOFTWARE	0613549FFT	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO FINISH BY SOFTKEY V 4.0 FOR WIN 95	NA	SOFTWARE	18479PPWN	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO FINISH BY SOFTKEY V 4.0 FOR WIN 95	NA	SOFTWARE	AV-0021	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO FINISH BY SOFTKEY V 4.0 FOR WIN 95	NA	SOFTWARE	AV-0022	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO FINISH BY SOFTKEY V 4.0 FOR WIN 95	NA	SOFTWARE	AV-0023	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO FINISH BY SOFTKEY V 4.0 FOR WIN 95	NA	SOFTWARE	AV-0024	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTO STYLER	1.03	SOFTWARE	AV-0025	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP FOR MAC V. 4.0	NA	SOFTWARE	PSW400R71097	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP FOR MAC V. 4.0	NA	SOFTWARE	53	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP FOR MAC V. 4.0	NA	SOFTWARE	PSW400R71097	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP FOR MAC V. 4.0	NA	SOFTWARE	54	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	PSW400R71184	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	40	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	PSW400R71184	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	41	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	Pww4000R7136	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	168	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	PWW400R1361	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	61	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	PWW400R7136	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	122	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PHOTOSHOP V. 4.0 FOR NT & WINDOWS 95	NA	SOFTWARE	PWW400R7136	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT / VER 3.0 / MAC	NA	SOFTWARE	163	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	HQRJR-T	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	902B440010396	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	00202	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	902D919121590	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	0712	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* POWERPOINT V 4.0 FOR MAC	NA	SOFTWARE	902D919121595	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* PROJECTR OVRHEAD	522	GLAREFREE	00684	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* QUARK EXPRESS MAC/POWERMAC	VER 3.32	SOFTWARE	327943	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* QUARK EXPRESS MAC/POWERMAC	VER 3.32	SOFTWARE	XV1000726572	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* QUARK EXPRESS FOR NT & WINDOWS 95	NA	SOFTWARE	2	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* QUARK EXPRESS FOR NT & WINDOWS 95	NA	SOFTWARE	XV1000726858	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* QUARK EXPRESS FOR NT & WINDOWS 95	NA	SOFTWARE	3	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* RAINBOW RUNNER	NA	SOFTWARE	WX101235634	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* RAYDREAM DESIGNER FOR MAC	NA	SOFTWARE	WX101237951	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
* SLIDESCRIPT COMPONENT (Presentations Tech)	NA	PRESENT TECH	ABP63759	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
	NA	PRESENT TECH	DM413-1-2417-52445	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	
	NA	PRESENT TECH	Q73965628	NO	EA	1	SERVICABLE	GOOD	GRAPHICS	

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* SPECULAR INFINI-D V. 3.5 FOR MAC	NA	SOFTWARE	001-7192-0394-0035	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SPEED PRESS 36" SYSTEM W/KIT	NA	SPEEDPRESS	AV-0026	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SUPERPRINT V 4.0 DRIVER (CD ROM)	NA	NA	404-401-01220	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TABLE, DRAFTING	NA	NA	AV-0027	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TABLE, DRAFTING	NA	NA	AV-0028	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TABLE, DRAFTING	NA	NA	AV-0029	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TABLE, DRAFTING	NA	NA	AV-0030	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TAPE SIGNER	80K	KROY	27291	NO	EA	0	SERVICABLE	GOOD	GRAPHICS
* TAPE SIGNER	240 SE	KROY	05642	NO	EA	0	SERVICABLE	GOOD	GRAPHICS
* TIMBUKTU FOR MAC V 3.02	NA	SOFTWARE	SW400P	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TIMBUKTU FOR WIN V 1.1	NA	SOFTWARE	SW302P	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* TRUE SPACE V 2.	NA	SOFTWARE	3200010050679	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SCANNER	E3	SCAN MAKER	7250142104	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SCANNER	E3	SCAN MAKER	7250143101	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SCANNER	E3	SCAN MAKER	7250146865	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SCANNER	E3	SCAN MAKER	7250151367	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* SCANNERS	E3	SCAN MAKER	7250151376	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* LETTERING MACHINE		KROY	1164012	NO	EA	1	SERVICABLE	GOOD	GRAPHICS
* CANON LASER COPIER (NEW)	1150	CANON	NNC00748	YES	EA	1	SERVICABLE	EXCELLENT	GRAPHICS
* LAMINATOR	US132		9923 0134	YES	EA	1	SERVICABLE	EXCELLENT	GRAPHICS
* ERASER, ELECTRIC / SH	NA	NA	AV-0011	NO	EA	1	SERVICABLE	GOOD	GRAPHICS / SH
* ERASER, ELECTRIC / SH	NA	NA	AV-0015	NO	EA	1	SERVICABLE	GOOD	GRAPHICS / SH
* ERASER, ELECTRIC / SH	NA	NA	AV-0016	NO	EA	1	SERVICABLE	GOOD	GRAPHICS / SH
* ERASER, ELECTRIC / SH	NA	NA	AV-0017	NO	EA	1	SERVICABLE	GOOD	GRAPHICS / SH
* MONITOR		OPTIQUEST	3G71108767	NO	EA	1	SERVICABLE	GOOD	MISC
* MONITOR	14"	ZENITH	MISK4054010130	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	14"	VIEW SONIC	1814426180	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71108781	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71108782	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71108783	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71108791	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71108792	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	17"	OPTIQUEST	3G71109444	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	14"	MICRON	645007R10333096	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	14"	MICRON	645007R10333099	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	14"	MICRON	645007R10333128	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER	14"	HUYANDAI	NBT112312073616	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER		MICRON	645007R10333104	NO	EA	1	SERVICABLE	GOOD	MISC.
* MONITOR, COMPUTER		MICRON	645007R10333070	NO	EA	1	SERVICABLE	GOOD	MISC.
* BLACK TELEPHONE STAND	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* BOOKCASE SECTIONS (TO)	NA	NA	No S/N	NO	EA	6	SERVICABLE	GOOD	MISC.
* BOOKSHELF	NA	NA	No S/N	NO	EA	4	SERVICABLE	GOOD	MISC.
* CABINET, 2 DOOR, W/ SHelves	NA	NA	No S/N	NO	EA	18	SERVICABLE	GOOD	MISC.
* CABINET, FILE 5 DRAWER	NA	NA	No S/N	NO	EA	5	SERVICABLE	GOOD	MISC.
* CABINET, FILE 4 DRAWER	NA	NA	No S/N	NO	EA	7	SERVICABLE	GOOD	MISC.
* CABINET, FILE, MAP, PLAN	NA	NA	No S/N	NO	EA	7	SERVICABLE	GOOD	MISC.
* CART, AV PORTABLE	NA	NA	No S/N	NO	EA	3	SERVICABLE	GOOD	MISC.
* CART, BAGGAGE	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* CART, ROLLER	NA	NA	No S/N	NO	EA	3	SERVICABLE	GOOD	MISC.
* CART, UTILITY	NA	NA	No S/N	NO	EA	2	SERVICABLE	GOOD	MISC.
* CHAIR, VARIOUS STYLES	NA	NA	No S/N	NO	EA	60	SERVICABLE	GOOD	MISC.
* CLOCK, WALL	NA	NA	No S/N	NO	EA	10	SERVICABLE	GOOD	MISC.
* COFFEE TABLE	NA	NA	No S/N	NO	EA	2	SERVICABLE	GOOD	MISC.
* COUCH	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* COUNTER, SERVICE	NA	NA	No S/N	NO	EA	6	SERVICABLE	GOOD	MISC.
* CREDENZA	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* DESK, OFFICE, METAL	NA	NA	No S/N	NO	EA	6	SERVICABLE	GOOD	MISC.
* EYE WASH STATION	3759	FEND-ALL	No S/N	NO	EA	2	SERVICABLE	GOOD	MISC.
* FANS	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* LOCKER CABINETS 2 DRAWER	NA	NA	No S/N	NO	EA	18	SERVICABLE	GOOD	MISC.
* PARTITION, OFFICE	NA	NA	No S/N	NO	EA	10	SERVICABLE	GOOD	MISC.
* RACK, APPAREL	NA	NA	No S/N	NO	EA	4	SERVICABLE	GOOD	MISC.
* RACK, STORAGE, FILM	NA	NA	No S/N	NO	EA	3	SERVICABLE	GOOD	MISC.
* SHELVES, STORAGE W/O DOORS	NA	NA	No S/N	NO	EA	7	SERVICABLE	GOOD	MISC.
* SHELVES, STORAGE, OPEN, FLAT, WOOD	NA	NA	No S/N	NO	EA	4	SERVICABLE	GOOD	MISC.
* SMALL CABINETS W DRAWER (DLK, BRN)	NA	NA	No S/N	NO	EA	3	SERVICABLE	GOOD	MISC.
* STOOL, DRAFTING	NA	NA	No S/N	NO	EA	6	SERVICABLE	GOOD	MISC.
* STORAGE CABINETS, BINS (SMALL PARTS)	NA	NA	No S/N	NO	EA	2	SERVICABLE	GOOD	MISC.
* TABLE, LIGHT	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	MISC.
* TABLE, OFFICE, UTILITY LARGE	NA	NA	No S/N	NO	EA	13	SERVICABLE	GOOD	MISC.
* TABLE, OFFICE, UTILITY SMALL	NA	NA	No S/N	NO	EA	10	SERVICABLE	GOOD	MISC.
* TRASH, RECEPTILES	NA	NA	No S/N	NO	EA	42	SERVICABLE	GOOD	MISC.

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* WALL UNITS, MODULAR (STORAGE)	NA	NA	No S/N	NO	EA	7	SERVICABLE	GOOD	MISC.
* WORKSTATIONS MODULAR	NA	NA	No S/N	NO	EA	14	SERVICABLE	GOOD	MISC.
* 8-VHS RECORDER/PLAYER	SR-536TU	JVC	1041893	NO	EA	1	SERVICABLE	EXCELL	MISC.
* 1" x 1 1/4" PASSPORT CUTTER	NA	NA	AV-0039	NO	EA	1	SERVICABLE	GOOD	PHOTO
* AC ADAPTER FOR DCS 315	AC	KODAK	01903	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* BALL HEAD FOR TRIPOD	NA	ISTON	AV-0040	NO	EA	1	SERVICABLE	GOOD	PHOTO
* BATTERY CLUSTER	CL-3	SUNPAK	AV-0041	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* BAYONET HOOD FOR LENS	HB-11	NIKON	AV-0042	NO	EA	3	SERVICABLE	GOOD	PHOTO
* BUCKET, 3-1/2 GAL	NA	NA	AV-0043	NO	EA	4	SERVICABLE	GOOD	PHOTO
* CABINET, FILM DRYING	NA	NA	AV-0044	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CABINET PHOT SLI	NA	MULTIPLEX	AV-0045	NO	EA	0	SERVICABLE	GOOD	PHOTO
* CAMERA		BRONICA	7101293	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CAMERA		BRONICA	7150164	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CAMERA 35MM	F3	NIKON	1740782	NO	EA	1	SERVICABLE	FAIR	PHOTO
* CAMERA 35MM	F3	NIKON	1740530	NO	EA	1	SERVICABLE	FAIR	PHOTO
* CAMERA 35MM	F3	NIKON	1740504	NO	EA	1	SERVICABLE	FAIR	PHOTO
* CAMERA 35MM	F3	NIKON	1900648	NO	EA	1	SERVICABLE	FAIR	PHOTO
* CAMERA LENS	50MM	NIKON	4415943	NO	EA	1	SERVICABLE	FAIR	PHOTO
* CAMERA SET 4X5		GRAPHIFLEX	13356	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CAMERA STL REPRONAR	805A	HONEYWELL	1467	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CARD READER-EXT/SCSI	PC	MICROTECH	10M02599	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* CARD READER-EXT/SCSI	PC	MICROTECH	10M02625	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* CONTROLLER CARD	SCSI-2	ADAPTEC	AV-0046	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* COPY CAMERA WIA	01-9185	SICKLES	43830203153	NO	EA	1	SERVICABLE	GOOD	PHOTO
* COPY STAND W/LIGHTS AND CONTROLLER	MP4	POLAROID	AV-0047	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CUTTER, PAPER	NA	NA	AV-0048	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CUTTER, PAPER	NA	NA	AV-0049	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CUTTER, PAPER	NA	NA	AV-0050	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CUTTER, PAPER	NA	NA	AV-0051	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DICHOIC HEAD, SICKLES	LIGHTBOX	SICKLES	AV-0052	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DIGITAL CAMERA	DCS 420	KODAK	4207361	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DIGITAL CAMERA DCS 315	DCS 315	KODAK	4315c-01903	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* DIGITAL CAMERA DCS 316	DCS 315	KODAK	1867	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0053	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0054	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0055	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0056	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0057	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0058	NO	EA	1	SERVICABLE	GOOD	PHOTO
* DOMED BOTTOM POLYNYLONE TANKS W/COVER	15 GAL	NA	AV-0059	NO	EA	1	SERVICABLE	GOOD	PHOTO
* BASEL PRINT, MILLER, 20X24	20X24	MILLER	AV-0060	NO	EA	1	SERVICABLE	GOOD	PHOTO
* ENLARGING BASEL 4 IN 1		PRENIER	AV-0061	NO	EA	1	SERVICABLE	GOOD	PHOTO
* EXT-11 F/622/555		SUNPAK	AV-0062	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* EYE LEVEL VIEWFINDER		BRONICA	620890	NO	EA	1	SERVICABLE	GOOD	PHOTO
* EYE LEVEL VIEWFINDER		BRONICA	620900	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FILM BACK		BRONICA	8114199	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FILM BACK		BRONICA	8141157	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FLASH, PROGRAMMABLE SPEED	SB2X	NIKON	20068693	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* FLASHUNIT META7	45CTS	METZ	101265	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FLASHUNIT META7	45CTS	METZ	145714	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FLASHUNIT META7	45CTS	METZ	080814	NO	EA	1	SERVICABLE	GOOD	PHOTO
* HOLDER, FILM, 4X5 IN	NA	NA	No S/N	NO	EA	21	SERVICABLE	GOOD	PHOTO
* HUMIDIFIER / KAZ	NA	NA	AV-0063	NO	EA	1	SERVICABLE	GOOD	PHOTO
* INTERFACE MODULE	NE-1AF	SUNPAK	AV-0064	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LAB COATS	NA	NA	No S/N	NO	EA	5	SERVICABLE	GOOD	PHOTO
* LEAF SCANNER	RFS 3570	KODAK	3570-7411	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS	55MM MAC	NIKON	500090	NO	EA	1	SERVICABLE	FAIR	PHOTO
* Lens (ZOOM)	622	SUNPAK	89800661	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS FOR BRONICA	40MM	ZENZANON	4211278	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR BRONICA	40MM	ZENZANON	4211301	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR BRONICA	75MM	ZENZANON	7914809	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR BRONICA	75MM	ZENZANON	7917327	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR BRONICA	150MM	ZENZANON	15427483	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR BRONICA	150MM	ZENZANON	15427573	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR DCS 315	20-60	NIKON	210581	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS FOR DCS 315	60-180	NIKON	2000334	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS FOR DCS 316	20-60	NIKON	210582	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS FOR DCS 316	60-180	NIKON	2000335	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* LENS FOR N-90	60MM	NIKON	307591	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR N-90	14MM	SIGMA	2003453	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR N-90	14MM	SIGMA	2003545	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR N-90	14MM	SIGMA	2003613	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR N-90	14MM	SIGMA	2003999	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR NIKON	35MM	NIKKOR	117337	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR NIKON	35MM	NIKKOR	284675	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS FOR NIKON	80-200 ZOOM	NIKKOR	311816	NO	EA	1	SERVICABLE	FAIR	PHOTO
* LENS FOR NIKON	80-200 ZOOM	NIKKOR	311836	NO	EA	1	SERVICABLE	FAIR	PHOTO
* LENS FOR NIKON	55MM MAC	NIKKOR	499984	NO	EA	1	SERVICABLE	POOR	PHOTO
* LENS FOR NIKON	24MM	NIKKOR	795318	NO	EA	1	SERVICABLE	POOR	PHOTO
* LENS FOR NIKON	24MM	NIKKOR	796367	NO	EA	1	SERVICABLE	POOR	PHOTO

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* LENS, 150 MM, CALUMET / SER # 8724218	150MM	CALUMET	8724218	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, 150 MM, SCHNEIDER / SER # 9853200	150MM	SCHNEIDER	9853200	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, 240 MM, CALTAR / SER #	240MM	CALTAR	6297763	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, 35 MM, NIKOR / SER # 279426	35MM	NIKOR	279426	NO	EA	1	SERVICABLE	POOR	PHOTO
* LENS, 55 MM, NIKON, MICRO / SER #318474	55MM	NIKON	318474	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, ZOOM 80-200	80-200	NIKON	712517	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, ZOOM 80-200	80-200	NIKON	799431	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, ZOOM, 24-120	24-120	NIKON	244239	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, ZOOM, 24-120	24-120	NIKON	254332	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, WIDE ANGLE	16MM	VIVATAR	194564	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LIGHT METER	LUNA PRO	GOSSSEN	5850582	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LIGHT METER	LUNA PRO	GOSSSEN	5850636	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LIGHT METER	LUNA PRO	GOSSSEN	5850708	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LIGHT METER	LUNA PRO	GOSSSEN	Q1113	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LOCATN LIGHTING	QC4	ASCOR	127909	NO	EA	1	SERVICABLE	GOOD	PHOTO
* MOUNT MACH1509	PACONIS	PAKO	57527	NO	EA	1	SERVICABLE	GOOD	PHOTO
* NIKON 60MM MACRO LENS	60MM	NIKON	3053905	NO	EA	1	SERVICABLE	GOOD	PHOTO
* NIKON LENS	80-300/2.8	NIKON	720275	NO	EA	1	SERVICABLE	GOOD	PHOTO
* NIKON LENS	24-120	NIKON		NO	EA	1	SERVICABLE	EXCELL	PHOTO
* NIKON LENS (MICRO)	60MM	NIKON	3092779	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* P/N 120-600P 5.6	150 - 600	ZOOM		NO	EA	1	SERVICABLE	GOOD	PHOTO
* PC CARD READER EXT/SCSI	NA	MICROTECH	21611858	NO	EA	1	SERVICABLE	GOOD	PHOTO
* PC CARD READER EXT/SCSI	NA	MICROTECH	21611859	NO	EA	1	SERVICABLE	GOOD	PHOTO
* PCMCIA TYPE 3 HARD CARD	520MB		F103165	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* PCMCIA TYPE II CARD	40 MB	COMPACT	AV-0067	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* PCMCIA TYPE II CARD	40 MB	COMPACT	AV-0068	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* PCMCIA TYPE II CARD	40 MB	COMPACT	AV-0069	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* PCMCIA TYPE II CARD	40 MB	COMPACT	AV-0070	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* PITCHER, STAINLESS STEEL, 1 LITRE	NA	NA	AV-0071	NO	EA	1	SERVICABLE	GOOD	PHOTO
* PORTABLE X-RAY READER	500		3237	NO	EA	1	SERVICABLE	GOOD	PHOTO
* PROGRAMMABLE SPEED FLASH	SB28	NIKON	2048621	NO	EA	1	SERVICABLE	GOOD	PHOTO
* PROGRAMMABLE SPEED FLASH	SB28	NIKON	2048693	NO	EA	1	SERVICABLE	GOOD	PHOTO
* RACK, BAKERS	NA	NA	AV-0072	NO	EA	2	SERVICABLE	GOOD	PHOTO
* REFRIGERATOR	NA	NA	AV-0073	NO	EA	2	SERVICABLE	GOOD	PHOTO
* SA FILM PROC SI	NA	SINKLINE	AV-0074	NO	EA	1	SERVICABLE	GOOD	PHOTO
* SCANNER SOLO	1000 X 1000	DUOSCAN	3803384	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* SPEEDLIGHT FLASH	SR26	NIKON	2249132	NO	EA	1	SERVICABLE	GOOD	PHOTO
* SPEEDLIGHT FLASH	SR26	NIKON	2277870	NO	EA	1	SERVICABLE	GOOD	PHOTO
* SPEEDLIGHT FLASH	SR26	NIKON	2277881	NO	EA	1	SERVICABLE	GOOD	PHOTO
* SPEEDLIGHT FLASH	SR26	NIKON	2279873	NO	EA	1	SERVICABLE	GOOD	PHOTO
* SR TABL LGHT35M	NA	NA	AV-0075	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STILL CAMERA	N-90	NIKON	2441602	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STILL CAMERA	N-90	NIKON	2446328	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STILL CAMERA	N-90	NIKON	2488586	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STILL CAMERA	N-90	NIKON	2491633	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STROBE FLASH UN	60CT-1	METZ	103332	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STROBE FLASH UN	60CT-1	METZ	103333	NO	EA	1	SERVICABLE	GOOD	PHOTO
* STROBE FLASH UN	60CT-1	METZ	103334	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TANK COVERS FOR E-6 ROOM	NA	NA	NA S/N	NO	EA	7	SERVICABLE	GOOD	PHOTO
* TANK, DEV. STAINLESS STEEL,	NA	NA	NA S/N	NO	EA	5	SERVICABLE	GOOD	PHOTO
* TANK, PLASTIC, 7-1/2 GAL	7 1/2 GAL	NA	AV-0077	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TANK, RUBBER, 3-1/2 GAL	3 1/2 GAL	NA	NA S/N	NO	EA	8	SERVICABLE	GOOD	PHOTO
* TIMER, GRAY-LAB	NA	NA	30090040095	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TIMER, GRAY-LAB	NA	NA	30090080012	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TRIPPOD PHOTOGR	5-95533-1	HUSKY	AV-0078	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520 MB	CALLUNA	C1085933	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* TYPE III PCMCIA CARD	520 MB	CALLUNA	F1010945	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* TYPE III PCMCIA CARD	520 MB	CALLUNA	F1018165	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* TYPE III PCMCIA CARD	520 MB	CALLUNA	F1018471	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* VERTICAL GRIP FOR N-90	NB-10	NIKON	287451	NO	EA	1	SERVICABLE	GOOD	PHOTO
* VERTICAL GRIP FOR N-91	NB-10	NIKON		NO	EA	0	SERVICABLE	GOOD	PHOTO
* VERTICAL GRIP FOR N-92	NB-10	NIKON	289040	NO	EA	1	SERVICABLE	GOOD	PHOTO
* VERTICAL GRIP FOR N-93	NB-10	NIKON		NO	EA	0	SERVICABLE	GOOD	PHOTO
* WORKBENCH, WOOD, GREEN, 3 DK, 2 DOOR	NA	NA	AV-0083	NO	EA	1	SERVICABLE	GOOD	PHOTO
* ZIP PLUS	NA	OMEGA	PLC1122V8	NO	EA	1	SERVICABLE	EXCELL	PHOTO
* AC ADAPTER	NA	KODAK	135748	NO	EA	1	SERVICABLE	GOOD	PHOTO
* AC ADAPTER	NA	KODAK	135759	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520MB	CALLUNA	C1081913	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520MB	CALLUNA	C1944326	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520MB	CALLUNA	C1960556	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520MB	CALLUNA	C1962027	NO	EA	1	SERVICABLE	GOOD	PHOTO
* TYPE III PCMCIA CARD	520MB	CALLUNA	C1962227	NO	EA	1	SERVICABLE	GOOD	PHOTO
* POWER LITE 750	750		004928-96271	NO	EA	1	SERVICABLE	GOOD	PHOTO
* POWER LITE 750	750		1158-0796	NO	EA	1	SERVICABLE	GOOD	PHOTO
* POWER LITE 750	750		4045-0796	NO	EA	1	SERVICABLE	GOOD	PHOTO
* POWER LITE 750	750		004934-96271	NO	EA	1	SERVICABLE	GOOD	PHOTO
* CAMERA GRIP	ETR	BRONICA	AV-0317	NO	EA	1	SERVICABLE	GOOD	PHOTO
* FILM BACK	BRONICA	BRONICA	8141152	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS	75-150	NIKON	1804726	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS, 60mm macro	N-90	NIKON	3068666	NO	EA	0	SERVICABLE	GOOD	PHOTO
* LENS, ZOOM	80-200	NIKKOR	310668	NO	EA	1	SERVICABLE	GOOD	PHOTO
* LENS	24MM	NIKON	795593	NO	EA	1	SERVICABLE	GOOD	PHOTO
* GRIP	N-90	NIKON		NO	EA	0	SERVICABLE	GOOD	PHOTO

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* LENS	28MM AF	NIKKOR	336062	NO	EA	I	SERVICABLE	GOOD	PHOTO
* LENS	60MM MACRO	NIKKOR	3066666	NO	EA	I	SERVICABLE	GOOD	PHOTO
* LENS	16MM FISHEYE	NIKKOR	194594	NO	EA	I	SERVICABLE	GOOD	PHOTO
* MOTOR DRIVE	MD-4	NIKON	362783	NO	EA	I	SERVICABLE	GOOD	PHOTO
* MOTOR DRIVE	MD-4	NIKON	363765	NO	EA	I	SERVICABLE	GOOD	PHOTO
* TELECONVERTER, 1X	MD-4	NIKON	358798	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK		PROMASTER	AV-0351	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK		QUANTUM	242132	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK	H 082	QUANTUM	AV-0352	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK	H 082	QUANTUM	AV-0353	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK	H 130	QUANTUM	AV-0354	NO	EA	I	SERVICABLE	GOOD	PHOTO
* BATTERY PACK	H 130	QUANTUM	AV-0355	NO	EA	I	SERVICABLE	GOOD	PHOTO
* AC ADAPTER FOR DCS 315		KODAK	01867	NO	EA	I	SERVICABLE	GOOD	PHOTO
* SILVER RECOVERY UNIT	SSP400		AV-0378	NO	EA	I	SERVICABLE	EXCELLENT	PHOTO
* POWER SET	PS-3	NIKON	9200029	NO	EA	I	SERVICABLE	EXCELLENT	PHOTO
* LENS	16MM FISHEYE	NIKKOR	194594	NO	EA	I	SERVICABLE	GOOD	PHOTO (EIC)
* HITCH HIKER		KODAK	HK1600481	NO	EA	I	SERVICABLE	GOOD	PHOTO (EIC)
* HITCH HIKER		KODAK	HK1600589	NO	EA	I	SERVICABLE	GOOD	PHOTO (EIC)
* CAMERA CASE		HALLIDURTO	294872	NO	EA	I	SERVICABLE	GOOD	PHOTO (STUDIO)
* CAMERA CASE		HALLIDURTO	294405	NO	EA	I	SERVICABLE	GOOD	PHOTO (STUDIO)
* STUDIO LIGHT	750	POWERLIGHT	004680-96255	NO	EA	I	SERVICABLE	GOOD	PHOTO (STUDIO)
* STUDIO LIGHT	750	POWERLIGHT	004937-96271	NO	EA	I	SERVICABLE	GOOD	PHOTO (STUDIO)
* FILM BACK		DRONICA	8114923	NO	EA	I	SERVICABLE	GOOD	PHOTO (STUDIO)
* CAMERA, DCS 260 / SH	DCS 260	NIKON	EKI183601583	NO	EA	I	SERVICABLE	EXCELLENT	PHOTO / SH
* CAMERA, DCS 260 / SH	DCS 260	NIKON		NO	EA	I	SERVICABLE	GOOD	PHOTO / SH
* 2 X 2 DYH CUTTER FOR PASSPORT PHOTOS	NA	NA	AV-0031	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* AC SLAVE PASSPORT PHOTOS	AS66	BRIGHT-TECH	AV-0032	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* BOGEN TRIPOD STUDIO PHOTOGRAPHY	3046	BOGEN	AV-0033	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* LARGE LIGHT STAND PASSPORT PHOTOS	LC224	NA	AV-0034	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* NIKON SB26 FLASH UNIT	SB26	NIKON	2279878	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* NIKON VERTICAL GRIP	NA	NIKON	287866	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* SMALL LIGHT STAND PASSPORT PHOTOS	NA	NA	AV-0036	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* STUDIO STROBE FOR PASSPORT PHOTOS	SP250	NA	AV-0037	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* STUDIO UMBRELLA	NA	NA	AV-0038	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* VIVITAR 19MM LENS # 93050755	19MM	VIVITAR	93050755	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* BENCH, POSING	NA	NA	AV-0138	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* BLACK POSING STAND	NA	NA	AV-0189	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* MIRROR	NA	NA	AV-0190	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* STAND, BACKGROUND, 4 ROLL	NA	NA	AV-0195	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* TABLE SQUARE WACKYLIC TOP	NA	NA	AV-0196	NO	EA	I	SERVICABLE	GOOD	PHOTO / STUDIO
* CAMERA, DCS 260 / SH	DCS 260	NIKON	EKI183601586	NO	EA	I	SERVICABLE	GOOD	PHOTO / SH
* AMPLIFIER	DECA-1200	PEAVEY	6A-02746278	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AMPLIFIER	DECA-1200	PEAVEY	6A-03583502	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AMPLIFIER	SERIES 12	PEAVEY	9M04089495	NO	EA	I	SERVICABLE	GOOD	PRESENT
* ANTENNA COMBINER	NA	AUDIO TECH	022038	NO	EA	I	SERVICABLE	GOOD	PRESENT
* ANTENNA COMBINER	NA	AUDIO TECH	026024	NO	EA	I	SERVICABLE	GOOD	PRESENT
* CARRYING CASE FOR LCD	NA	NA	AV-0085	NO	EA	I	SERVICABLE	EXCEL	PRESENT
* CART, VIDEO	NA	NA	AV-0086	NO	EA	I	SERVICABLE	EXCEL	PRESENT
* CASSETTE AUDIO PLAYER	112R	TASCAM	160052-883	NO	EA	I	SERVICABLE	GOOD	PRESENT
* CD PLAYER	112R	TASCAM		NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0087	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0088	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0089	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0090	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0091	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0092	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0093	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0094	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, BLACK	NA	ATLAS	AV-0095	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, SILVER	NA	ATLAS	AV-0096	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, SILVER	NA	ATLAS	AV-0097	NO	EA	I	SERVICABLE	GOOD	PRESENT
* FLOOR MIC STAND, SILVER	NA	ATLAS	AV-0098	NO	EA	I	SERVICABLE	GOOD	PRESENT
* HEADSET MICROPHONE	NA	NA	AV-0099	NO	EA	I	SERVICABLE	GOOD	PRESENT

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* HEADSET MICROPHONE	NA	NA	AV-0100	NO	EA	1	SERVICABLE	GOOD	PRESENT
* LADDER	NA	NA	AV-0101	NO	EA	1	SERVICABLE	GOOD	PRESENT
* LCD PROJECTOR (PORTABLE)	PT-L59CS	PANASONIC	SL8440157	NO	EA	1	SERVICABLE	EXCEL	PRESENT
* MIC STAND BOOMS	NA	ATLAS	AV-0102	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC STAND BOOMS	NA	ATLAS	AV-0103	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC STAND BOOMS	NA	ATLAS	AV-0104	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE	SM58-LC	SHURE	AV-0105	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	SM58-LC	SHURE	AV-0106	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	SM58-LC	SHURE	AV-0107	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	SM58-LC	SHURE	AV-0108	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	MX202DP/O	SHURE	AV-0109	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	MX202DP/O	SHURE	AV-0110	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE	MX202RP/O	SHURE	AV-0111	NO	EA	1	SERVICABLE	EXCELL	PRESENT
* MICROPHONE C217		AUDIO TECH	541138	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	2140922	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	6350611	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	6350641	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	7140743	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	7200151	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE C217		AUDIO TECH	7200154	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE	PVM22	PEAVEY	AV-0112	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 100'	NA	NA	AV-0113	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 100'	NA	NA	AV-0114	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0115	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0116	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0117	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0118	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0119	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0120	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0121	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0122	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 25'	NA	NA	AV-0123	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0124	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0125	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0126	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0127	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0128	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE CABLE, 50'	NA	NA	AV-0129	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AMP	680C	PEAVEY	00-05360339	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AMP	680C	PEAVEY	09443943	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AMP	680C	PEAVEY	09443949	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AMP	680C	PEAVEY	09443960	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AMP	XM6	PEAVEY	READABLE	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER AUDIO	701R	PEAVEY	9A-04035741	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIXER MICROPHONE	MPA-25	REALISTIC	102587	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MOBILE CARRY CASE	NA	NA	AV-0135	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY 115PS SPEAKERS	115PS	PEAVEY	04604382	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY 115PS SPEAKERS	115PS	PEAVEY	04604384	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY 115PS SPEAKERS	115PS	PEAVEY	04604385	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY 115PS SPEAKERS	115PS	PEAVEY	04804386	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY MONITOR SPEAKER	112DM	PEAVEY	09461449	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PEAVEY MONITOR SPEAKER	112DM	PEAVEY	09462028	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER AMPLIFIER	QS 400	PEAVEY	9A-04275508	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER AMPLIFIER	QS 400	PEAVEY	A0-04627014	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER AMPLIFIER	QS 400	PEAVEY	05217183	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER AMPLIFIER	QS 400	PEAVEY	05217187	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER STRIP (JUICE GOOSE)	NA	NA	4588	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER STRIP (JUICE GOOSE) - SH	NA	NA	4591	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER STRIP (JUICE GOOSE)	NA	NA	4602	NO	EA	1	SERVICABLE	GOOD	PRESENT
* POWER STRIP (JUICE GOOSE)	NA	NA	4615	NO	EA	1	SERVICABLE	GOOD	PRESENT
* PROJECTION SCREEN	9X12		AV-0138	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SNAKE LIGHTS	CREONITE	NA	AV-0139	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SNAKE LIGHTS	CREONITE	NA	AV-0140	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	112DLM	PEAVEY	9E-09496276	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	112DLM	PEAVEY	9496340	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	04922514	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	04922528	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SOLO	PEAVEY	05400583	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SOLO	PEAVEY	05401153	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09357050	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09469425	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09469431	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09469435	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09469438	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SP2G	PEAVEY	09469439	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	SOLO	PEAVEY	6A-04126072	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	CL-2	PEAVEY	6E-02377724	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	CL-2	PEAVEY	6E-02358232	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	CL-1	PEAVEY	6E-02362637	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	CL-1	PEAVEY	6E-02362653	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	112HIS	PEAVEY	9E02492800	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER	112HIS	PEAVEY	9E04305630	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0141	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0142	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0143	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0144	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0145	NO	EA	1	SERVICABLE	GOOD	PRESENT

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* SPEAKER CABLE, 100'	NA	NA	AV-0146	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0147	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0148	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0149	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0150	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0151	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0152	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0153	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0154	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0155	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0156	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0157	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	NA	NA	AV-0158	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0159	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0160	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0161	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0162	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0163	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0164	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0165	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 50'	NA	NA	AV-0166	NO	EA	I	SERVICABLE	GOOD	PRESENT
* SUPER VIS VCR	OMNIVISION	PANASONIC	H7SA30033	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0171	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0172	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0173	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0174	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0175	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0176	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0177	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MICROPHONE STANDS, FORKED	NA	ATLAS	AV-0178	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TABLE MIC STAND, MARBLE	NA	ATLAS	AV-0179	NO	EA	I	SERVICABLE	GOOD	PRESENT
* TOA SPEAKERS COVERS	NA	TOA	AV-0180	NO	EA	I	SERVICABLE	GOOD	PRESENT
* VHS VIDEO PLAYER	AG1150	PANASONIC	A9TB00073	NO	EA	I	SERVICABLE	EXCEL	PRESENT
* VHS VIDEO PLAYER	AG1150	PANASONIC	A9TB00448	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS & TAPEDECK CASE	NA	NA	AV-0181	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS & TAPEDECK CASE	NA	NA	AV-0182	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS LAVILIER	ATWR11	AUDIO TECH	AV-0184	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS LAVILIER	ATWR11	AUDIO TECH	AV-0185	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS LAVILIER	ATWR11	AUDIO TECH	AV-0186	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS LAVILIER	ATWR11	AUDIO TECH	AV-0187	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVER /SH	ATWR10	NA	043304	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	ATW1032	NA	532328	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	228	NA	6350729	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	228	NA	7140594	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	228	AUDIO TECH	7141095	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	228	NA	7200366	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONE RECEIVERS	ATWR11	NA	025382	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR10	AUDIO TECH	532124	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR11	AUDIO TECH	7140569	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR10	AUDIO TECH	025253	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR10	AUDIO TECH	025277	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR10	AUDIO TECH	025333	NO	EA	I	SERVICABLE	GOOD	PRESENT
* WIRELESS MICROPHONES	ATWR10	AUDIO TECH	025365	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AUDIO CASSETTE PLAYER		WOLLENSAK	0004340R	NO	EA	I	SERVICABLE	GOOD	PRESENT
* MIC, WIRELESS	ATW-R10	DIVERSITY	032988	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AMP	CS-800	PEAVEY	02381430	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AMP	CS-800X	PEAVEY	09381239	NO	EA	I	SERVICABLE	GOOD	PRESENT
* CD/TAPE PLAYER		TEAC	020569	NO	EA	I	SERVICABLE	GOOD	PRESENT
* HEADSET		RADIO SHACK	90647626	NO	EA	I	SERVICABLE	GOOD	PRESENT
* HEADSET		RADIO SHACK	90647622	NO	EA	I	SERVICABLE	GOOD	PRESENT
* HEADSET		RADIO SHACK	90519223	NO	EA	I	SERVICABLE	GOOD	PRESENT
* HEADSET		RADIO SHACK	90519222	NO	EA	I	SERVICABLE	GOOD	PRESENT
* AMP, MIXER	12 CH	MACKIE	173263	NO	EA	I	SERVICABLE	GOOD	PRESENT
* CD PLAYER		LACIE	19010992	NO	EA	I	SERVICABLE	GOOD	PRESENT
* DIRECT BOX	DB100	RAPCO	AV-0344	NO	EA	I	SERVICABLE	GOOD	PRESENT
* DIRECT BOX	DB100	RAPCO	AV-0345	NO	EA	I	SERVICABLE	GOOD	PRESENT
* DIRECT BOX	DB101SL	RAPCO	AV-0346	NO	EA	I	SERVICABLE	GOOD	PRESENT
* MIC	SM 57	SURE	AV-0347	NO	EA	I	SERVICABLE	GOOD	PRESENT
* MIC	SM 57	SURE	AV-0348	NO	EA	I	SERVICABLE	GOOD	PRESENT
* MIC	SM 57	SURE	AV-0349	NO	EA	I	SERVICABLE	GOOD	PRESENT

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* MIC	SM 57	SURE	AV-0150	NO	EA	1	SERVICABLE	GOOD	PRESENT
* AUDIO TAPE PLAYER		WOLLENSAK	00012280	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SCREEN, PROJECTION		DA-LITE	AV-0156	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE	PVM-357SD		AV-0157	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MICROPHONE	PVM-357SD		AV-0158	NO	EA	1	SERVICABLE	GOOD	PRESENT
* VIDEO CASSETTE RECORDER	PV-59670	PANASONIC	D95A42554	NO	EA	1	SERVICABLE	EXCELLENT	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0159	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0160	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0161	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0162	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0163	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0164	NO	EA	1	SERVICABLE	GOOD	PRESENT
* SPEAKER CABLE, 100'	N/A	N/A	AV-0165	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC STAND, BOOM	N/A		AV-0166	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC INSTRUMENT	PVM-48	PEAVEY	AV-0167	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0168	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0169	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0170	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0171	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0172	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0173	NO	EA	1	SERVICABLE	GOOD	PRESENT
* ANTENNA SET	N/A	AUDIO TECHNICA	AV-0174	NO	EA	1	SERVICABLE	GOOD	PRESENT
* BOX, MOBILE AV	N/A		AV-0175	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC, CONDENSER	AT 853	UNI-POINT	AV-0176	NO	EA	1	SERVICABLE	GOOD	PRESENT
* MIC, CONDENSER	AT 853	UNI-POINT	AV-0177	NO	EA	1	SERVICABLE	GOOD	PRESENT
* 10 SPACE RACK W/CASTERS / SH	14-500	OLYMPIC	AV-0084	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* CD TAPE PLAYER / SH	AD 300	TEAC	022038	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* HAND HELD MICROPHONE / SH	WM-370	TOA	7324000934	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* HAND HELD MICROPHONE / SH	WM-370	TOA	7324000957	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* LABEL MICROPHONE / C150 / SH	WM-370	TOA	9414001144	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* LABEL MICROPHONE / C150 / SH	WM-370	TOA	9414001137	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* MICROPHONE STANDS / SH	NA	ULTRA	AV-0131	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* MICROPHONE STANDS / SH	NA	ULTRA	AV-0132	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* MICROPHONE W/30 FT CABLES / SH	PVM-122	PEAVEY	AV-0133	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* MICROPHONE W/30 FT CABLES / SH	PVM-122	PEAVEY	AV-0134	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* PADDED BAG / SH	0	PEAVEY	AV-0136	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* PATCH CABLES / SH	14-500	NA	AV-0137	NO	EA	2	SERVICABLE	GOOD	PRESENT / SH
* PEAVEY 112PS SPEAKERS / SH	112PS	PEAVEY	04136531	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* PEAVEY 112PS SPEAKERS / SH	112PS	PEAVEY	04645427	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* RACK MOUNTABLE POWER AMP / SH	201AQ-600	PEAVEY	10175435	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* RECEIVER UNIT MIXER RACK / SH	1002.8RQ	PEAVEY	10274730	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKER CABLES / SH	14-500	PAPCO	AV-0167	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKER CABLES / SH	14-500	PAPCO	AV-0168	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKER STANDS / SH	S-1	PEAVEY	AV-0169	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKER STANDS / SH	S-1	PEAVEY	AV-0170	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000577	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000580	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000582	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000589	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000592	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000593	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000596	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS PORTABLE / SH	600	TOA	9415000597	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS / SH	SP 50	PEAVEY	10153472	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* SPEAKERS / SH	SP 50	PEAVEY	10153477	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* WIRELESS LAVLIER / SH	ATWR11	AUDIO TECH	AV-0183	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* WIRELESS MICROPHONE / SH	ATWR11	AUDIO TECH	7130119	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* DISC PLAYER.COM / SH	DP 6900	SONY	825377	NO	EA	1	SERVICABLE	GOOD	PRESENT / SH
* AMPLIFIER, STEREO	CA1200	PEAVEY	92746278	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* AMPLIFIER, STEREO	CA 800	PEAVEY	AV-0121	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* BARCODATA LC PROJECTOR	900103H	BARCO	900103H	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* CONTROLLER, 2 WAY	SER 21	PEAVEY	16001	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* D-9 COMMUNICATIONS CABLE	98-27870	BARCO	AV-0122	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* DISC PLAYER.COM	CDP-C900	SONY	825373	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* EQUALIZER, GRAPH	EQ 27	PEAVEY	8N03561406	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* EXTRON PLUS INTERFACE BOX	6009601-RGB109	BARCO	AV-0123	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* EXTRON PLUS INTERFACE BOX	6009601-RGB110	BARCO	AV-0124	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* INFRARED HAND REMOTE CONTROL	NA	AMX	AV-0325	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER
* INFRARED WIRELESS MOUSE DEVICE	NA	AMX	AV-0326	NO	EA	1	SERVICABLE	GOOD	PRESENT / THEATER

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* JUICE GOOSE			4592	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* MICROPHONE	PVM 22	PEAVEY	AV-0327	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* MIXER, STEREO	701R	PEAVEY	353379	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* MONITOR SPEAKERS		PEAVEY	AV-0328	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* MONITOR SPEAKERS		PEAVEY	AV-0329	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* MONITOR SPEAKERS		PEAVEY	AV-0330	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* RECEIVER, WIRELESS	ATWR10	AUDIO TECH	043456	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* RECEIVER, WIRELESS	ATWR10	AUDIO TECH	No S/N	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* RECORDER, CASSETTE/ SII SERIAL #160052	112R	TASCOS	160052	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* RGBS INPUT MODULE	PLVRGBS	BARCO	AV-0331	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* SPEAKER	112DLM	PEAVEY	AV-0332	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* SPEAKER	112DLM	PEAVEY	9B-09496111	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* VCR VHS		JVC	J7HD0073	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* VHS REWINDER	NA	NA	AV-0334	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* VIDEO SWITCHER	98-27890 VS05	BARCO	AV-0335	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* SPEAKER	112 DLM	PEAVEY	09496301	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* LINE CONDITIONER	N/A		AV-0341	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* PODIUM			AV-0342	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* PODIUM			AV-0343	NO	EA	1	SERVICABLE	GOOD	PRESENT/THEATER
* LIGHT LIFT 4FT	NA	NA	AV-0065	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* LIGHT PIOTO STU	NA	MASTERRAIL	AV-0066	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BASEL	NA	NA		NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PRESENTATION STOOL	NA	NA	AV-0191	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PRESENTATION STOOL	NA	NA	AV-0192	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* SPREADERS	NA	NA	AV-0193	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* SPREADERS	NA	NA	AV-0194	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* 13" MONITOR	PVM-1341	SONY	15827702	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA CAMERA VIDEO 100L	100L	SONY	10210	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA CAMERA VIDEO 100L	100L	SONY	10340	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA CASE (HARD SHELL)	NA	SONY	AV-0197	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA CASE (HARD SHELL)	NA	SONY	AV-0198	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* DOUBLE MONITORS 7"	BT-S702N	PANASONIC	KA6230129/KA6230130	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* HEAD TRIPOD	MILLER	NA	82074	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LEADER 5850C VECTORS COPE	5850C	LEADER	0691746	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LEADER 5860D WAVEFORM MONITOR	5860D	LEADER	0017745	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PANASONIC RAMSA SPEAKERS	WS-T212	PANASONIC	932422663	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PANASONIC RAMSA SPEAKERS	WS-T212	PANASONIC	933020033	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PANASONIC WJ225 VIDEO SWITCHER	WJ225	PANASONIC	04K00482	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* SONY BKE 2010 EDIT CONTROLLER	BKE 2010	SONY	11882	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* SONY DFS 500 VIDEO SWITCHER	DFS 500	SONY	11172	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* TRIPOD	QUICKSET	NA	AV-0199	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* VIDEO CAMERA LENS	16X6.7	FUJINON	92900107	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* VIDEO CAMERA LENS	16X6.7	FUJINON	1850401881	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR-PVM1354Q	1354Q	SONY	2902802	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR-PVM1354Q	1354Q	SONY	2902811	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR-PVM1354Q	1354Q	SONY	2902814	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* 12 CH CONTROL CONSOLE WITH COVER				NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* AC ADAPTER/BATTERY CHARGER	AG-03A	PANASONIC	1903117YD	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* AC ADAPTER/BATTERY CHARGER	NY-B58	PANASONIC	K3YA25129	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* ACOUSTIC AVENUES	CD	MUSIC	AV-0200	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* ADAPTER RING FOR VIDEO LENS	NA	NA	AV-0201	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* ADAPTER, CAMERA, SONY	AC330	SONY	11384	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* AMIGA COMPUTER/VIDEO TOASTER PKG	4000	TOASTER	CPU:534802	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* AMIGA EXTRAS / 1.3.3 SOFTWARE	NA	SOFTWARE	367612	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* AMIGA WORKBENCH SOFTWARE	NA	SOFTWARE	317746	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BACK PANEL, VID	NA	STANDTRON	No S/N	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* BATTERY BELT		ANTON DAUER	AV-0201	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BATTERY CASE	DC-520	SONY	20820	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA PLAYER	PVW2600	PANASONIC	16842	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA PLAYER-PVW2650	PVW 2650	SONY	12531	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA PLAYER-PVW2651	PVW 2600	SONY	15725	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA REC/PLAYER (PVW2800)	PVW2800	SONY	19252	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BETA VCR	PVW 2800	SONY	19390	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* BLACK SAFETY CABLE	NA	NA		NO	EA	0	SERVICABLE	EXCELL	TDMEDIA
* BLUE STUDIO CURTAIN	NA	CYCLORAMA	AV-0202	NO	EA	1	SERVICABLE	GOOD	TDMEDIA

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* BLUE TRI-POD CARRYING CASE	NA	NA	AV-0203	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CABINT P 00NETA7	NA	NA	AV-0204	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CABINT P 00NETA8	NA	NA	AV-0205	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CABINT P 00NETA9	NA	NA	AV-0206	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CADLINER	CV950		9204894	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMCORDER HI-8 SH	DME70A	CANNON	CC0803777	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA ADAPTER AC VID	AC 340B	SONY	15146	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA ADAPTER AC VID	AC 340B	SONY	15351	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA ADAPTER AC VID	AC 340B	SONY	22083	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA CONTROL CABLE	CCQ-25AM	SONY	AV-0207	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA CONTROL UNIT	RS110U	JVC	13252136	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA CONTROLLER	CCU5	SONY	13212	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA III-8 VIDEO	DXC3-327A	SONY	12354	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA III-8MM V	DXC3-327A	SONY	11439	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA LENS 18X6.7	VEL-1012	FUJINON	8850612222	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA VIDEO COLOR	3CCD	SONY	92901987	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA ZOOM LENS	ASPHERIC 18X	FUJINON	92901985	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA, DIGITAL	DCS 200	KODAK	K380-8699	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CAMERA, DIGITAL	DCS 200	KODAK	K380-8716	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CARRYING STRAPS	NA	LOWELL	No S/N	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* CASE FOR IMT CARD	NA		CPU-Q1526	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CASE, CAMERA, BLUE CANVAS	NA	PORTAHRACE	AV-0208	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* STEREO CASSETTE / CD PLAYER	PMD 350	PROFESSIONAL	NZ0209763801	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CENTURY WIDE ANGLE LENS	NA	CENTURY	C23116	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CHAMPIONS	CD	MUSIC	AV-0209	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CHAMPIONS/BROADCAST	CD	MUSIC	AV-0210	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CHARGER, BATTERY	DC-1WD	SONY	12014	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CHARGER, BATTERY	DC-1WD	SONY	23506	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CHROMA KEY DEVICE	RGB-1 CONT	VIDEO TECH	08949615	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CONSOLE COMM CO	AT41	HOTRONIC	36681	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* CONSOLE VIDEO	NA	STANDITRON	AV-0211	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CONTINENTAL MIX	CD	MUSIC	AV-0212	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CONTROL EDIT/2	A750	PANASONIC	7132032	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* COPY STAND W/LIGHTS & CONTROLLER	NA	NA	AV-0213	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* CORRECTOR TIME	FA-300	FORA	2430066	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* DIMMABLE BALLASTS FOR ALL FIXTURES	NA	NA		NO	EA	14	SERVICABLE	EXCELL	TDMEDIA
* DIMMER BARS W/ MOUNT BRACKETS	4x600W			NO	EA	4	SERVICABLE	GOOD	TDMEDIA
* DOCAHLE HI-8 RECORDER	EYV9000	SONY	13997	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* DOCAHLE HI-8 RECORDER	EYV9000	SONY	14976	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* DORWAY DOLLY	4 WHEEL	MATTHEWS	AV-0214	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* EASEL ALUMINUM	NA	NA		NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* EOI DIMMER BARS ACCESSORIES	4X600W	EDI		NO	EA	4	SERVICABLE	EXCELL	TDMEDIA
* EDIT CONTROLLER	PVE-500	SONY	702703	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* EDITOR RECORDER	DVE2000	SONY	12127	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* EGGRATE LENS, BLACK	ISL 1747-75TC	KW2		NO	EA	4	SERVICABLE	EXCELL	TDMEDIA
* EGGRATE LENS, BLACK	ISL 1745-75TC	KW2		NO	EA	6	SERVICABLE	EXCELL	TDMEDIA
* ELECTROMAGIC	CD	MUSIC	AV-0215	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* ELEMENTAL ORCHESTRA	CD	MUSIC	AV-0216	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* EYELINE FOR TELEPROMPTER	MVP-9		CPU-Q1526	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* FREZZOLINI BATTERY CHARGER	NA	FREZZOLINI	003771	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* FUTURE SCAPES	CD	MUSIC	AV-0216	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* GEL HOLDERS W/GELS & FROST SHEETS	NA	LOWELL	AV-0217	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* GEL HOLDERS W/GELS & FROST SHEETS	NA	LOWELL	AV-0218	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* GENERATOR 60NC4	425A	BLACKBURST	0787833	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* GENERATOR VIDEO CHARACTER	GG-89	ESB	30510	NO	EA	0	SERVICABLE	GOOD	TDMEDIA
* HI-8 TO TRIPOD ADAPTER FLATES			AV-0227	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* HI-8 TO TRIPOD ADAPTER FLATES			AV-0228	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* HI-8 TO TRIPOD ADAPTER FLATES			AV-0229	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* HITCH HIKER	HK160	KODAK	HK1600431	NO	EA	1	SERVICABLE	EXCELL	TDMEDIA
* HITCH HIKER	HK160	KODAK	HK1600539	NO	EA	1	SERVICABLE	EXCELL	TDMEDIA
* HOUSING UNIT	NA	STANDITRON	No S/N	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* IBL SDIM LIGHTS	M1754	KW2		NO	EA	6	SERVICABLE	EXCELL	TDMEDIA
* IMT GENLOCKABLE VIDEO CARD			CPU-Q1526	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* KW2 FIXTURES WITH LAMPS	ISL-2FT35	KW2		NO	EA	4	SERVICABLE	EXCELL	TDMEDIA
* KW2 FIXTURES WITH LAMPS	ISL-2FT35	KW2		NO	EA	6	SERVICABLE	EXCELL	TDMEDIA
* LAMPS (Sparc)	FT35DL/830	SYLVANIA	No S/N	NO	EA	2	SERVICABLE	EXCELL	TDMEDIA
* LAPEL MICROPHONE	WIKED	REALISTIC	AV-0219	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LAVALIER MIC	NADY	351 VRL TA	35102060372	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LAVALIER MIC	NADY	351 VRL TN	35103090402	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LENS	28MM		336037	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LENS 18 X 0.7 BETA CAMERA	DERM 18	FUJINON	05401184	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LENS CAMERA ZOO	16X7	FUJINON	92902766	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LENS CAMERA ZOO	12X10	FUJINON	885061222	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT KIT BRACKET	NA	FREZZI	AV-0220	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT KIT FILTER	NA	FREZZI	AV-0221	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT KIT STUD (3")	NA	FREZZI	AV-0222	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT KITS	NA	LOWELL	AV-0223	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT KITS	NA	LOWELL	AV-0224	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT STANDS	NA	LOWELL	AV-0225	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT STANDS	NA	LOWELL	AV-0226	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LIGHT VIDESENTE, HAIR LITE		VIDESENTE		NO	EA	1	SERVICABLE	GOOD	TDMEDIA

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* LIT 12 CHNL CONTROL CONSOLE		EDI		NO	EA	1	SERVICABLE	EXCELL	TDMEDIA
* LITE	104-041	COLORTRON	AV-0230	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LITE	104-011	COLORTRON	AV-0231	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LITE	100-301	COLORTRON	AV-0232	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LITE W/BARN DOORS	100-301	COLORTRON	AV-0233	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LITE W/BARN DOORS	100-302	COLORTRON	AV-0234	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LITE W/BARN DOORS	100-303	COLORTRON	AV-0235	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LOWEL VIP LIGHTS	VIP SYSTEM	LOWELL	AV-0236	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* LOWEL VIP LIGHTS	VIP SYSTEM	LOWELL	AV-0237	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MEGA C-CLAMP W/IDW	2"	KW2		NO	EA	10	SERVICABLE	EXCELL	TDMEDIA
* MIC-MIXER	1202VLZ	MICROSERIES	D173263	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE (LAPEL)	AT 8531	AUDIO TECHNICA	AV-0238	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE (LAPEL)	AT 8531	AUDIO TECHNICA	AV-0239	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE (LAPEL)	AT 8531	AUDIO TECHNICA	AV-0240	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE (LAPEL)	AT 8531	AUDIO TECHNICA	AV-0241	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE (LAPEL)	SM 83	SHURE	AV-0242	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MICROPHONE SHOT	ECM 672	ELECTRAVOIC	AV-0243	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MIXER, MICROPHONE	M68A	SHURE	902000317	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MIXER, STEREO	MXF290	SONY	22623	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MODULE, ADD ON T	NA	STANDTRON	No S/N	NO	EA	2	SERVICABLE	GOOD	TDMEDIA
* MONITOR	CVM-1750	SONY	200890	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR	CT-1930R	PANASONIC	F16210125	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR 10" VID	TRINITRON	SONY	2004403	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR 10" VID	TRINITRON	SONY	013303	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR D&W 10"	CPD-121	SONY	0014116	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR COLOR V	PVM8040	SONY	2002273	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR COLOR V	PVM8040	SONY	2002275	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR REC 10	CT-1030	PANASONIC	KH8250R26	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR REC 11	CT-1030	PANASONIC	KH8251127	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR TRINITRON	PVM 8220	SONY	5005254	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR, COLOR 2	R20	TRINITRON	5005643	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR, COLOR 3	R40	TRINITRON	5005259	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR VIDEO 8	NA	SONY	5005334	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MONITOR/REC PVM	PVM 1954Q	SONY	2000606	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* MUSIC / SOUND FX LIBRARY, / 29 CD	NA	NA	AV-0244	NO	EA	29	SERVICABLE	GOOD	TDMEDIA
* MUSICAL SPECIAL EFFECTS	CD	MUSIC	AV125	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* NDC BOOK OF PRONUNCIATION	NA	NA	No S/N	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* OPS MANUAL FOR LIGHT CONTROL UNIT	NA	N	No S/N	NO	EA	1	SERVICABLE	EXCELL	TDMEDIA
* PAN/TILT FLUID HEADS	TRIPOD	MILLER	F2010	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PAN/TILT FLUID HEADS	TRIPOD	MILLER	F2031	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PANTOGRAPH LIGHT ADJUSTER	NA	NA		NO	EA	3	SERVICABLE	GOOD	TDMEDIA
* PASSAGES	CD	MUSIC	AV-0245	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0246	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0247	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0248	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0249	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0250	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0251	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0252	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0253	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0254	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0255	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0256	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0257	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0258	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0259	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0260	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0261	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0262	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0263	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0264	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0265	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0266	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0267	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0268	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0269	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0270	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0271	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0272	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0273	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0274	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0275	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PBN-1B VIDEO BATTERIES	PBN-1B	NA	AV-0276	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PLAYER VIDEO CA 34	VPT000	SONY	17870	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PLAYER VIDEO CA 34	VPT000	SONY	17858	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PLAYER/RECORDER	6850	PANASONIC	G1TB00039	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PLAYER/RECORDER BETA	2800	SONY	28273	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* POWER AMP	WT-9055	RAMSA	9490127	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PRISMATIC LENS	ISLA20-1747	KW2		NO	EA	4	SERVICABLE	EXCELL	TDMEDIA
* PROJECTOR STILL 35MM	AF2	KODAK	2797480	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* PROMPTER CAMERA MOUNT			CPU:Q1526	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* RACK STORAGE MO	NA	NA	AV-0277	NO	EA	1	SERVICABLE	GOOD	TDMEDIA
* RACK STORAGE MO	NA	NA	AV-0278	NO	EA	1	SERVICABLE	GOOD	TDMEDIA

All equipment items marked with an (*) shall be maintained, repaired, or replaced by the contractor except fair wear, tear, and modernization at contractor's cost. Replacement shall be equal or exceed quality of item replaced.

* RAIN SLICKERS FOR BETA CAMERA	NA	PORTA BRACE	AV-0279	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RAIN SLICKERS FOR BETA CAMERA	NA	PORTA BRACE	AV-0280	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RAIN SLICKERS FOR BETA CAMERA	NA	PORTA BRACE	AV-0281	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER 1/2"	0850H	PANASONIC	F3TB00444	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER 1/2"	0850H	PANASONIC	G1TB00036	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER, TAPE, HI 8MM	EVO-9500A	SONY	14566	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER, PLAYER CAST I	2851A	WOLLENSAK	F200018925	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER, VIDEO	AG6500	PANASONIC	H7TC00199	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER, VIDEO	AG6500	PANASONIC	H7TC00238	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RECORDER, REPRO	VOS800	SONY	80114	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* REMOTE HAND CONTROL FOR TELEPROMTER									
* REMOTE ZOOM CONTROLLER	SRD-92D	FUJINON	CPU-Q1526	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* RINGLIGHT HEAD	SUNPAK	622	AV-0283	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SCSI CARD FOR LAPTOP			CPU-Q1526	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SLIDE SORTER	NA	NA	AV-0284	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SLIDE SORTER	NA	NA	AV-0285	NO	EA	0	SERVICABLE	GOOD	TD MEDIA
* SLIDE SORTER	NA	NA	AV-0286	NO	EA	0	SERVICABLE	GOOD	TD MEDIA
* SONY MIC (ECM672)W/ MOUNT & CABLE	ECM 672	SONY	AV-0287	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* STAND, ADJUSTABLE, FOUR ROLLER BASE	BASEL	NA	AV-0289	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* STEREO MIXER	AM300H	ATLUS	25490	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* STUDIO LIGHTS	KW-2	KW2		NO	EA	4	SERVICABLE	EXCELL	TD MEDIA
* SUMMERVILLE	CD	MUSIC	AV-0290	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SUNPAK NE-1AF DEDICATED MODULE	SUNPAK	NE-1AF	AV-0291	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SUPER VHS VCR	SR-5363U	JVC	17214845	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TAPE PLAYER	2570	WALLENSAK	12280	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TOP, SINGLE HAY,	NA	STANDTRON	AV-0292	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD	G-305	GITZO	AV-0293	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD	PSYSTEM 50		AV-0294	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD	PSYSTEM 50		AV-0295	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD	Q505	GITZO	AV-0296	NO	EA	2	SERVICABLE	GOOD	TD MEDIA
* TRIPOD SII		DAVIS/SANFO RD	AV-0297	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD & HEADS	329233	OCCONNOR	329233	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD AND HEAD		OCCONNOR	AV-0298	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD DOLLY		SONY	AV-0299	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* TRIPOD HEAD		MILLER	#1036	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* UMBRELLAS	NA	LOWELL	AV-0300	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* UMBRELLAS	NA	LOWELL	AV-0301	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* UP & AWAY	CD	MUSIC	AV-0302	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VECTOR SCOPE	5850C	LEADER	1797937	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VHS CAMERA		PANASONIC	10HDD01512	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VHS VIDEO PLAYER	AG1100	PANASONIC	J7MD00925	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO CAMERA	HY-110	JVC	12256213	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO CAMERA LENS	HZ110	JVC	NO S/N	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO CAMERA, III-8 SII	CCD-F23	SONY	1013382	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO CART	2 DOOR	DRETFORD	AV-0303	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO EDITING SYSTEM		TRINITY	AV-0304	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	92A1700588	NO	EA	0	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400028	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400031	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400037	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400074	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400079	NO	EA	0	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400087	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400116	NO	EA	0	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400128	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO MONITORS	10"	TOTEVISION	93A1400131	NO	EA	1	SERVICABLE	EXCELL	TD MEDIA
* VIDEO PLAYER BETA	2600	SONY	16843	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO RECORDER 8MM	EVO 511	SONY	100823	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER	2000	TOASTER	CA1093106	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER 4000	4000	TOASTER	AV-0305	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER 4000	NA	SOFTWARE	NA	NO	EA	45	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK #	NA	SOFTWARE	AV-0306	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 10	NA	SOFTWARE	AV-0307	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 11	NA	SOFTWARE	AV-0308	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 12	NA	SOFTWARE	AV-0309	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 13	NA	SOFTWARE	AV-0310	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 14	NA	SOFTWARE	AV-0311	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 3	NA	SOFTWARE	AV-0312	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 3	NA	SOFTWARE	AV-0313	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 4	NA	SOFTWARE	AV-0314	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 3	NA	SOFTWARE	AV-0315	NO	EA	1	SERVICABLE	GOOD	TD MEDIA

All equipment items marked with an (*) shall be maintained, repaired, or replaced by the contractor except fair wear, tear, and modernization at contractor's cost. Replacement shall be equal or exceed quality of item replaced.

* VIDEO TOASTER SOFTWARE, DISK # 1	NA	SOFTWARE	AV-0316	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 2	NA	SOFTWARE	AV-0317	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 3	NA	SOFTWARE	AV-0318	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO TOASTER SOFTWARE, DISK # 4	NA	SOFTWARE	AV-0319	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO WEDGE CAB	NA	STANDTRON	No S/N	NO	EA	2	SERVICABLE	GOOD	TD MEDIA
* VIEW FINDER		JVC	12250568	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIEWFINDER FOR VIDEO CAMERA	DFX 3000	SONY	15196	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIEWFINDER FOR VIDEO CAMERA	DXF 501	SONY	25674	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIEWFINDER FOR VIDEO CAMERA	DXF 501	SONY	25676	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIEWFINDER FOR VIDEO CAMERA	DXF 501	SONY	29130	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VISION QUEST	CD	MUSIC	AV143	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VTR CENTER OPEN	NA	STANDTRON	No S/N	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* WINCUE LT PROGRAM FOR TELEPROMTER	SOFTWARE		AV-0320	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO STUDIO LIGHTING SET	MIXED	MIXED	AV-0336	NO	EA	1	SERVICABLE	GOOD- EXC.	TD MEDIA
* VIDEO CASSETTE RECORDER	SR-S365U		10418925	NO	EA	1	SERVICABLE	EXCELLE NT	TD MEDIA
* PRINTER, INKJET	882C	HP	CN9551M0YF	NO	EA	1	SERVICABLE	EXCELLE NT	TD MEDIA
* LIGHT	COLORTRAN	BERKLEY	AV-0338	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* LIGHT	COLORTRAN	BERKLEY	AV-0339	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* LIGHT	COLORTRAN	BERKLEY	AV-0340	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* HI-8 DOCABLE RECORDER	EVV-9000	SONY	12301	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* LENS		FUJINON	92902133	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO PLAYER/RECORDER	PVW 2300	SONY	21722	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* VIDEO SWITCHER		COMPREHENS IVE	452298	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* CAMERA, VIDEO	HI-8		12738	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* CAMERA ADAPTER		SONY	11773	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* LENS, VIDEO		FUJINON	92902733	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* SWITCHER, CONTROL	PRODIGY	VIDEOTEK	08940612	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* FRAME, VIDEOTEK	PRODIGY	VIDEOTEK	08940613	NO	EA	1	SERVICABLE	GOOD	TD MEDIA
* CART, VIDEO	114	BOGEN	3067	NO	EA	1	SERVICABLE	EXCELLE NT	TD MEDIA
* LIGHT SET	TL-90	LOWEL	AV-0379	NO	EA	1	SERVICABLE	EXCELLE NT	TD MEDIA
* CAMERA, DIGITAL	MVC-FV81	SONY	126401	NO	EA	1	SERVICABLE	EXCELLE NT	PHOTO
SH: Designates items used for self help projects									

All equipment items marked with an (*) shall be maintained, repaired, or replaced by the contractor except fair wear, tear, and modernization at contractor's cost. Replacement shall be equal or exceed quality of item replaced.

APPENDIX 2b

EAID LISTED EQUIPMENT

DOC NBR	STOCK NBR	NOMEN	C I C	U I	ASC	AUTH	IN USE	UNIT PRICE	ERC	ORG	SHOP	ORG TITLE
0005	4940 00 733 8456	BOOTH SPRAY32X4	U	E A	629ADDA	1	0	\$889.00	NF3	186	IU	82CS GRAPHICS 083
SUB	4940 PFG8400V	BOOTH SPRAY32X4	U	E A	629ADDA		1	\$1,099.00	NF3	186	IU	82CS GRAPHICS 083
0008	6675 01 223 5971	GRAPHIC SIGNMAK	U	E A	629ADDA	1	1	\$6,335.66	NF3	186	IU	82CS GRAPHICS 083
0010	6675 01 123 3022	GRAPHICS SYSTEM	U	E A	629CKOO	1	0	\$1,600.00	NF3	186	IU	82CS GRAPHICS 083
SUB	6675 PCD-850	SCRIBER,HIGH PR	U	E A	629CKOO		1	\$1,295.00	NF3	186	IU	82CS GRAPHICS 083
0035	6720 01 080 6396	CAMRA SE ST KS-	X	E A	629ADDA	1	1	\$2,784.28	ND4	186	IU	82CS GRAPHICS 083
0008	6740 01 311 1181	PRINTER PROJ PH	U	E A	629AAOO	1	1	\$47,856.75	ND4	189	TF	82CS PHOTO LAB 083
0010	6760 01 120 5975	DENSITOMETR1300	U	E A	629AAOO	1	1	\$870.00	ND4	189	TF	82CS PHOTO LAB 083
0015	6740 01 132 8987	PROCESS MACH FI	U	E A	629AAOO	1	0	\$13,853.50	ND4	189	TF	82CS PHOTO LAB 083
SUB	6740 01 104 7899	PROCESSING UNIT	U	E A	629AAOO		1	\$13,365.04	ND4	189	TF	82CS PHOTO LAB 083
0036	6740 00 575 8984	TABLELIG OONE67	U	E A	629AAOO	1	1	\$415.70	ND4	189	TF	82CS PHOTO LAB 083
0100	6740 01 241 7946	MOUNTING MACHIN	X	E A	629AAOO	1	0	\$5,495.23	NF1	189	TF	82CS PHOTO LAB 083
SUB	6740 00 005 8593	MOUNTI MACH109	U	E A	629AAOO		1	\$7,761.50	ND4	189	TF	82CS PHOTO LAB 083
0116	6930 L0050933020	SR TNR SORTER S	U	E A	014OOO O	1	1	\$121.47	NF3	189	TF	82CS PHOTO LAB 083
0117	6780 01 187 5497	ACCESSORY KT PH	U	E A	629AAOO	2	2	\$1,205.10	ND4	189	TF	82CS PHOTO LAB 083
0008	5820 01 268 8556	MONITOR, 13" CO	U	E A	629ZBOO	2	0	\$736.65	NF1	191	AO	82CS AUDIOVISUAL 083
SUB	5820 00 311 1083	RECEIVER-MONITO	U	E A	629ZBOO		2	\$798.39	NF4	191	AO	82CS AUDIOVISUAL 083
0015	5820 01 358 0516	MONITOR, COLOR	U	E A	629ZBOO	1	0	\$330.00	NF1	191	AO	82CS AUDIOVISUAL 083
SUB	5820 00 512 9091	MONITOR/REC CVM	J	E A	629ZBOO		1	\$1,019.34	NF4	191	AO	82CS AUDIOVISUAL 083
0188	6930 L0050933020	SR TNR SORTER S	U	E A	014OOO O	2	2	\$121.47	NF3	191	AO	82CS AUDIOVISUAL 083
0030	5820 01 268 8556	MONITOR, 13" CO	U	E A	629ZBOO	1	0	\$736.65	NF1	197	AV	82CS AV LIBRARY 083
SUB	5820 00 311 1083	RECEIVER-MONITO	U	E A	629ZBOO		1	\$798.39	NF4	197	AV	82CS AV LIBRARY 083

All equipment items marked with an (*) shall be maintained, repaired, or replaced by the contractor except fair wear, tear, and modernization at contractor's cost. Replacement shall be equal or exceed quality of item replaced.

APPENDIX 2c

ADPE (COMPUTER) EQUIPMENT LISTING

As of April 26, 1999
 DRA: 5790 Account: 074

ADPE Custodian Inventory Listing

Bld	Rm	Part Bar Code	Parent	ST Mfg	Model	Description	Serial Num
1020		57900007BC		11 HPC	33481A-HP LJ II	HP Laserjet III Printer	31297A2QMS
1020		57900007EG		11 HPC	HP4-C2001A	HP4 Laserjet Printer	US7B075710
1020		5790000XAL		11 DDO	9030-T	Dot Matrix Printer	373A
1020		5790001549		11 ZTH	ZMS4298-QL	Advanced System W/OA	3MSBC7000550
1020		57900015EP		11 ZTH	ZMS4298-QL	Advanced System W/OA	4CSBEX011820
1020		5790001JDI		11 NIS	GP1B-TNT	Gp1b Tnt Interface Card	A37F10
1020		5790001K0X		11 M17	MICRON-PS166	Server, Micron Pantera	8350080005
1020		5790001K0Y		11 M17	MICRON-PS166	Server, Micron Pantera	8350080004
1020		5790001K0Z		11 M17	MICRON-PS166	Server, Micron Pantera	8350080003
1020		5790001K10		11 M17	MICRON-PS166	Server, Micron Pantera	8350080002
1020		5790001K11		11 M17	MICRON-PS166	Server, Micron Pantera	8350080001
1020		5790001K12		11 M17	MICRON-PS166	Server, Micron Pantera	8350080006
1020		5790001K3J		11 UNI	PW816-Y	Basic Pw W/O Arith. Coprocessor	395927122
1020		5790001K3F		11 HPC	HP-C3540A	HP Deskjet 1600C	SUSB7204743
1020		5790001K3G		11 HPC	HP-C3540A	HP Deskjet 1600C	SUSB7204806
1020		5790001K3H		11 HPC	HP-C3540A	HP Deskjet 1600C	SUSB7204743A
1020		5790001K32		11 XAG	XANTE-8300	Xante ACCEL-A-WRITER Printer	JGM03246
1020		5790001LKA		11 GDX	PENTIUM-200MHZ	Dual Pentium Pro 200MHZ Server	607358
1020		5790001LLN		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607359
1020		5790001LLO		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607360
1020		5790001LLP		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607361
1020		5790001LLQ		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607362
1020		5790001LLR		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607363
1020		5790001LLS		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	607364
1020		5790001LLT		11 GDX	PENTIUM-200MHZ	Pentium Pro 200MHZ	ESAT7226921
1020		5790001LSO		11 HPC	HP-750C	HP 750C E-SIZE Plotter	6410089
1020		5790001MW9		11 BDS	HUB-24PORT	Baynetworks 24-PORT Hub	866342692
1020		5790001RKA		11 HPC	HP-3500CP	HP Designjet 3500CP	N1303738
1020		5790001RKB		11 KKA	PRINTER-8650	Printer	395973076
1020		5790001RKC		11 UNI	UNISYS-CPU	Unisys 386 CPU	20441
1020		5790001RKD		11 GTZ	CENTRIX-CPU	Centrix 386 Tower	XC33312EAI
1020		5790001RKE		11 M2E	MACINTOSH-800	Macintosh Quadra 800	XB73209CB69
1020		5790001RKF		11 M2E	MACINTOSH-800	Macintosh Quadra 800	CK3320RECE7
1020		5790001RKG		11 M2E	MACINTOSH-800	Macintosh Quadra 800	CK3320RECE7
1020		5790001RKH		11 M2E	MACINTOSH-800	Macintosh Quadra 800	CK3276S2CC7
1020		5790001RKX		11 M2E	MACINTOSH-800	Macintosh Quadra 800	CK3276S2CC7
1020		5790001RM9		11 DBQ	DIGITAL-DPW500A	Digital DPW500A System	NI83002503
1020		5790001RMA		11 DBQ	DIGITAL-NR95KHZ	Monitor 21" Ag(19.6"V)	4K83261933
1020		5790001K13		11 M17	MICRON-PS166	Server, Micron Pantera	8350080007
T60		5790001PDI		11 C2F	PRINTER-360PS	Cannon Clbp Printer	1501

I understand I am Accountable for all equipment assigned to this account in accordance with AFI 33-112.

APPENDIX 3a

ALERT PHOTOGRAPHY AND OUTSIDE OF NORMAL DUTY HOUR LOCATION PHOTOGRAPHY**DUTY HOUR ALERT PHOTOGRAPHY ASSIGNMENTS**

<u>MONTH</u>	<u>EST AVERAGE</u>	<u>HOURS PER ASSIGNMENT NUMBER (INCLUDES TRAVEL TIME)</u>
Jan	4	1.0
Feb	3	1.0
Mar	5	1.0
Apr	4	1.0
May	3	1.0
Jun	7	1.0
Jul	4	1.5
Aug	3	1.5
Sep	3	1.0
Oct	3	1.0
Nov	6	1.0
Dec	2	1.5

ANNUAL TOTAL 47 (51.5 Hours)**OUTSIDE OF NORMAL DUTY HOUR ALERT PHOTOGRAPHY ASSIGNMENTS**

<u>MONTH</u>	<u>EST AVERAGE</u>	<u>HOURS PER ASSIGNMENT NUMBER (INCLUDES TRAVEL TIME)</u>
Jan	11	2.0
Feb	8	2.0
Mar	11	2.0
Apr	13	2.0
May	15	2.0
Jun	16	1.0
Jul	11	2.0
Aug	12	2.0
Sep	13	2.0
Oct	17	2.0
Nov	12	2.0
Dec	14	2.0

ANNUAL TOTAL 153 (290 Hours)

APPENDIX 3a - (continued)

OUTSIDE NORMAL DUTY HOUR LOCATION PHOTOGRAPHY ASSIGNMENTS

<u>MONTH</u>	<u>EST AVERAGE</u>	<u>HOURS PER ASSIGNMENT NUMBER (INCLUDES TRAVEL TIME)</u>
Jan	10	3.5
Feb	6	2.5
Mar	6	3.0
Apr	10	2.5
May	9	2.5
Jun	11	2.5
Jul	12	2.5
Aug	13	2.5
Sep	9	3.0
Oct	6	3.0
Nov	8	3.5
Dec	8	3.5

TOTAL OF OUT OF DUTY JOBS 108 (274 Hours)

APPENDIX 3b

VISUAL INFORMATION SELF-HELP EQUIPMENT ISSUES

Estimated annual number of equipment issues:

a. Cameras

(1) Digital 75

(2) Video 37

b. Portable Public Address Systems 100

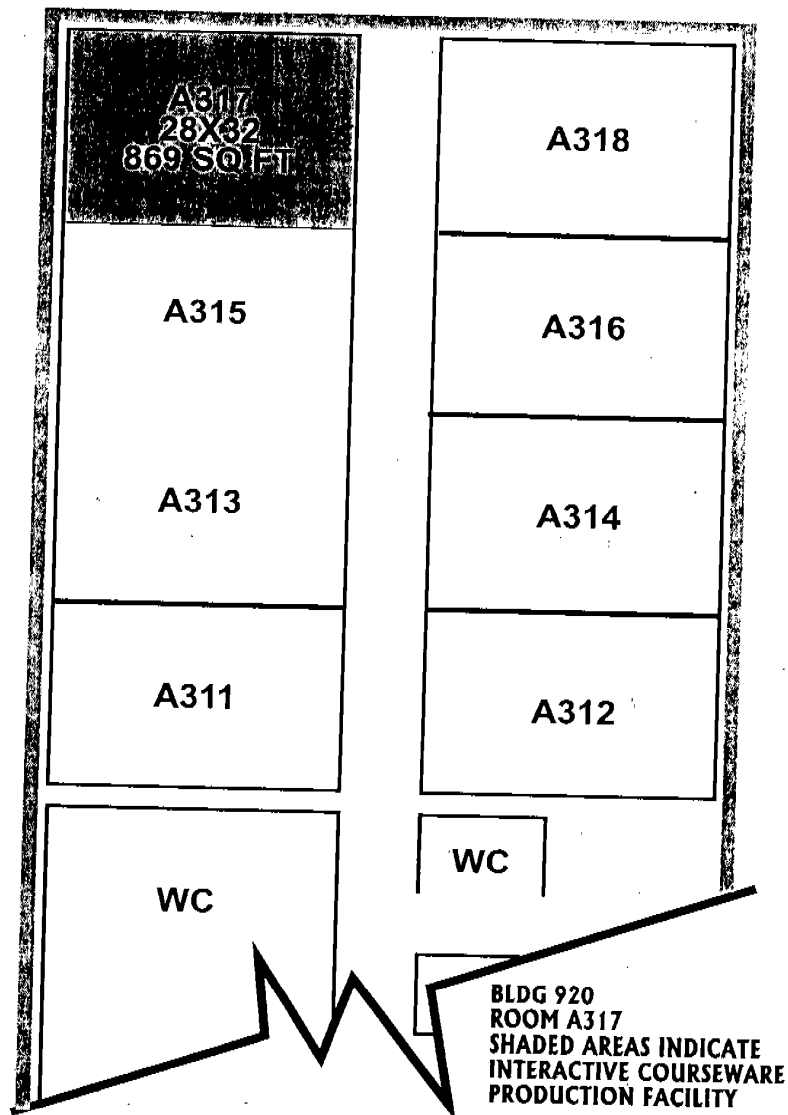
APPENDIX 3c

PRESENTATION SERVICES

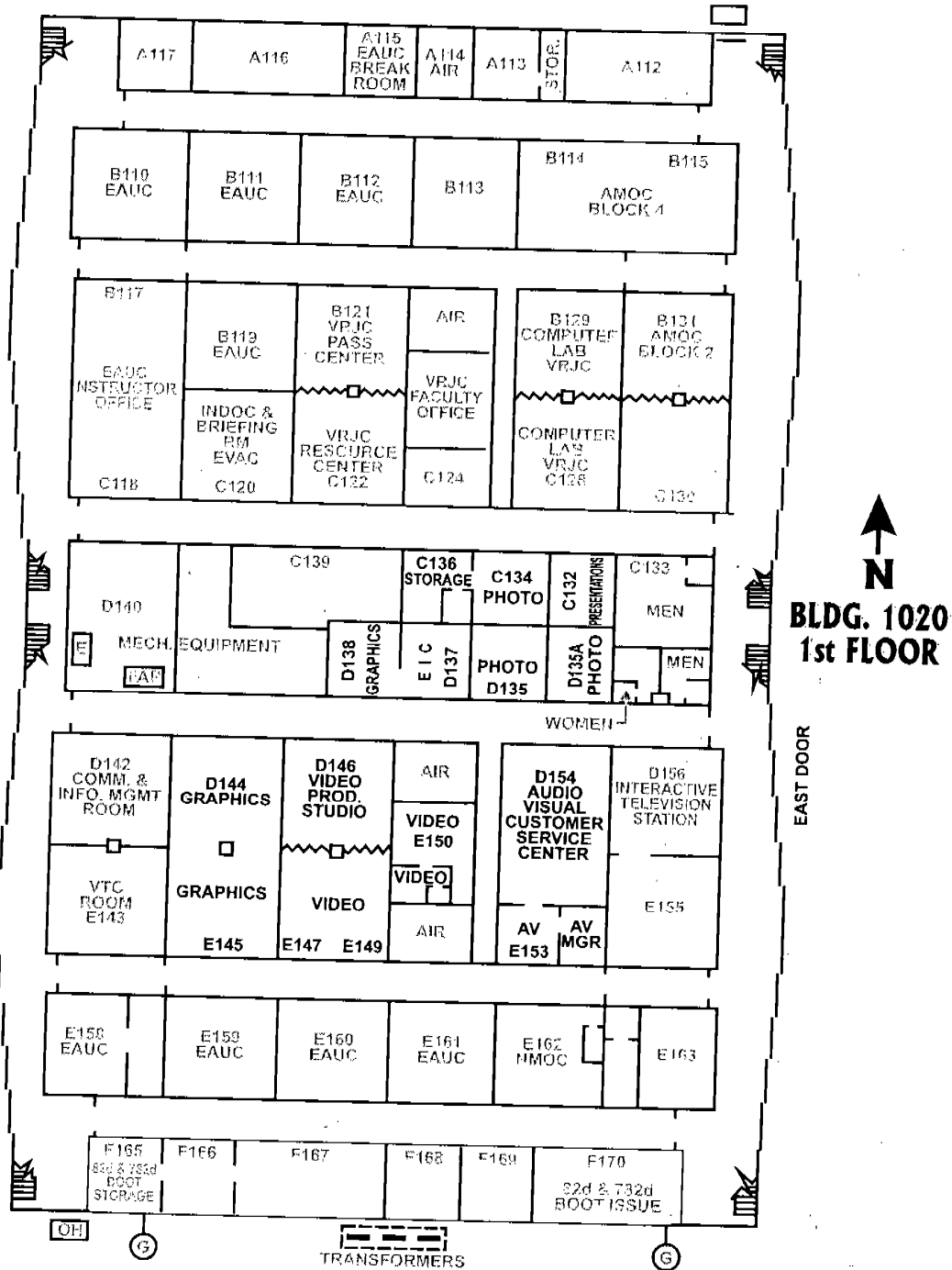
Annual Number of Work Orders for On-Base Public Address (Audio, With or Without Music) Presentation Services	500
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APPENDIX 4

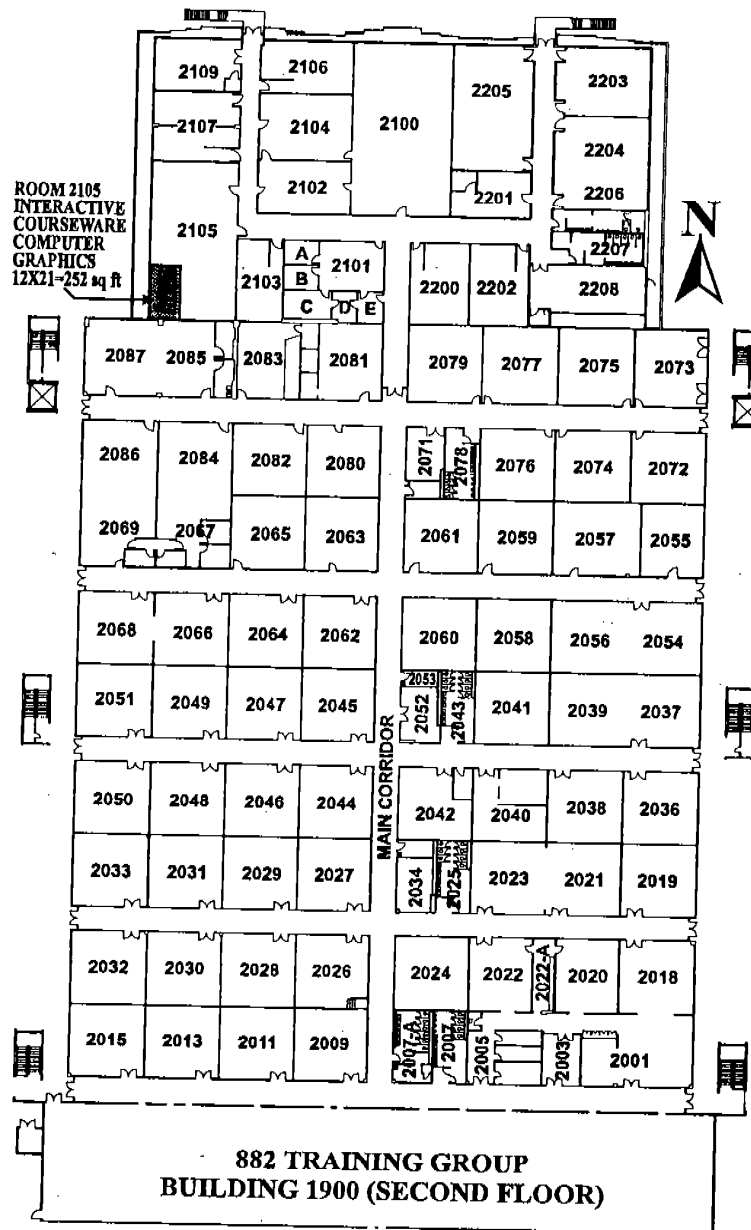
**ROOM A317
INTERACTIVE COURSEWARE
COMPUTER GRAPHICS**



APPENDIX 4 (Continued)



APPENDIX 4 (Continued)



APPENDIX 5

REQUIRED REPORTS

Monthly Reports:

Security Listing
Quality Control Plan
Advisory Report
Support Center Report – Sample Attached
Graphics Services
Still Photography Report
Training Development Media Report
Roster – Photographers (Non-Duty Hour)
VI Status Review
Graphics Master File Holding
Self Help
Training Development Media Projections
Custodial Authority/Production
VI Equipment Operations Handbook
VI Records Disposition Program
Facility Upkeep and Maintenance Support Request
VI Equipment Repair Limit
Housekeeping Schedule
Presentations Services

Yearly:

Five-Year Equipment Plan – to include costs
Annual Activity Report

Miscellaneous Reports (as requested)

APPENDIX 6

BENCH STOCK SUPPLY LISTING

NOMENCLATURE	UNIT OF ISSUE	MONTHLY QUANTITY
COLOR PRINT FILM 100/24	RL	40
COLOR PRINT FILM 100/36	RL	40
COLOR PRINT FILM 200/12	RL	40
COLOR PRINT FILM 1000/24	RL	20
COLOR PRINT FILM 100 RC/36	RL	20
COLOR TRANSP FILM 100 EPP 135/36	RL	20
COLOR TRANSP FILM T-60 EPT 135/36	RL	20
COLOR TRANSP FILM 64 EPR 120	RL	20
COLOR TRANSP FILM 64 135/36	RL	20
POLAROID COLOR FILM	PK	20
C-41 CONTROL STRIPS	RL	1
EKTACHROME DUP 35MM X-400	PK	1
TRANSPORT CLEAN UP FILM	BX	1
PAPER, CLR PRINT, E SURFACE 7"X290'	RL	2
PAPER, CLR PRINT, E SURFACE 12"X290'	RL	2
8600 PAPER	PK	4
8600 COLOR RIBBON	EA	5
8600 B&W RIBBON	EA	2
8600 FILM	BX	1
SO-SURE CLEAR	PT	10
MAT TAC DRY	PG	5
SPRAY ADHESIVE	CN	5
FILM EKTACHROME 100'	RL	2
MAT BOARD PARIS GREEN	SH	5
MAT BOARD CAMEL #1059	SH	5
MAT BOARD OLD TAN #1051	SH	5
MAT BOARD RED #900	SH	5
MAT BOARD WINE #907	SH	5
MAT BOARD VOL BLUE #1081	SH	5
MAT BOARD DAWN GRAY #974	SH	5
MAT BOARD BLTC BLUE #1054	SH	5
FORM, WHT- FORM CORE	SH	100
BOARD, MAT-20X30X1X8 WHT	SH	10
TONER CARTIDGES COMP	EA	5
SIGN VINYL (VARIOUS COLS)	RL	10
4" TRANSFER TAPE	RL	5
3" TRANSFER TAPE	RL	5
2" TRANSFER TAPE	RL	5
CARTRDG, BLK (CLC)	EA	5
CARTRDG, YLW-RCY (CLC)	EA	2
CARTRDG, CYAN-RCY (CLC)	EA	2
CARTRDG, MAG-RCY (CLC)	EA	2
PAPER, SZA-200SH	BX	5
PAPER, LASER 8 1/2X 11"	RM	5

Appendix 6 - Continued

BENCH STOCK SUPPLY LISTING (CONTINUED)

NOMENCLATURE	UNIT OF ISSUE	MONTHLY QUANTITY
PROJECTOR BULBS EXR 82V	EA	2
LAMP ELH	EA	3
VIDEO CASSETTES HI 8	EA	20
VIDEO CASSETTES, VHS T30	EA	20
VIDEO CASSETTES, VHS T120	EA	50
BATACAM SP 30 MIN TAPES	EA	20
BETACAM SP 60 MIN TAPES	EA	10
BETACAM SP 90 MIN TAPES	EA	5
UMATIC 3/4 - 60 VIDEO TAPE	EA	3
GAFFER TAPE, 3"	EA	15
ALKALINE BATTERIES 9-VOLT	EA	12
ALKALINE BATTERIES AAA	PK	10
ALKALINE BATTERIES AA	PK	10
ALKALINE BATTERIES C	PK	10
DL 123A BATTERIES	EA	5
FLOPPY DISK	EA	150
WRITABLE CDs	EA	20
RE-WRITABLE CDs	EA	10
CARTRIDGE 36" PRINTER (BLACK)	EA	2
CARTRIDGE 36" PRINTER (YELLOW)	EA	1
CARTRIDGE 36" PRINTER (MAGENTA)	EA	1
CARTRIDGE 36" PRINTER (CYAN)	EA	1
HP POSTER PAPER 96'	RL	3
CARTRIDGE 54" PRINTER (BLACK)	EA	2
CARTRIDGE 54" PRINTER (YELLOW)	EA	1
CARTRIDGE 54" PRINTER (MAGENTA)	EA	1
CARTRIDGE 54" PRINTER (CYAN) 750	EA	1
LAMINATE (150' X 33")	RL	2